

PROJECT CHECKLIST

Prepare to Speak Professionally

Purpose: The purpose of this project is to practice developing and presenting a longer speech.

Overview: Write and present an 18- to 22-minute keynote-style speech. Exemplify the point of view or message you would convey as a professional-level speaker. You may choose to use visual aids if they fit your speech and your style. Your speech may be humorous, informational, or any style that appeals to you and supports your speech content. If you receive advance approval from the vice president education, you may present your speech to a non-Toastmasters group.

This project includes:

- The Speech Outline Worksheet
- An 18- to 22-minute keynote-style speech

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

☐ Identify the focus of your professional-level speech (refer to the project for more information on how to select the best topic for you).

☐ Schedule your speech with the vice president education.

☐ Write your speech.

☐ Develop visual aids if you intend to use them.

-

-

-

Additional Notes