The Speech Project

free educational materials for free speakers

4 Initial Speaking & Facilitation Projects

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Initial Speech & Facilitation Projects

This manual contains four simple projects to make yourself comfortable on the stage. It is intended to help you to embark on a learning path as a speaker, e.g. using the educational program of Agora Speakers International

Contributing

This document is work in progress.

If you would like to contribute, you are invited to:

- send us feedback how you used the material.
- sign up for e-mail updates.
- translate a manual.
- write a new project from scratch.

For any of the above, sign up on http://http://agoraspeakers.org/ or contact **Kristian Rother** (`krother@academis.eu`)

Document sources

Editable sources of this document can be found on https://github.com/krother/speech_projects.

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Timer

Your task

Staying in the given time frame matters for all speeches. As Timer you are watching over the time that speakers and moderators are spending. You are also keeping an eye on the meeting starting and ending on time, including the break.

- Explain your role when asked by the meeting facilitator.
- Measure and note the time of all prepared speeches, impromptu speeches and evaluation speeches.
- Show speakers their use of time using colored cards or a light signal.

How long is the speech time?

The time frame varies among speech projects. Prepared speeches frequently are 5-7 minutes long. Some projects are longer, look for the precise time on the agenda.

The according light signals are:

Speech	green	yellow	red
prepared speech	5:00	6:00	7:00
ice breaker speech	4:00	5:00	6:00
impromptu speech	1:00	1:30	2:00
evaluation speech	2:00	2:30	3:00

Hints

- Watch the time during the break and signal its end.
- Give a signal to meeting facilitators, when they are more than 5 minutes overtime.

Exemplary introduction of the role

*"As timer I am going to keep an eye on speech timing and punctuality in general.

I will show speakers how much time they have left. I will indicate the time to them with green, yellow and red colored signals. Green is the minimum speaking time, yellow means the speaker is close to the end and red is there are 30 seconds left.

The speeches have different time boxes. Most prepared speeches have a time slot of 5-7 minutes. Impromptu speeches and evaluation speeches are 1-2 and 2-3 minutes long, respectively.

I will measure these times with my stopwatch, write them down and give a report afterwards."*

Filling Word Counter

A good speech is delivered withouth the use of filling words. As **Filling Word Counter** you watch out for words like *"ehm"*, *"hm"*, *"and"* and count them. This is a demanding task that requires some concentration.

Your task

- Explain your role when asked by the chairperson.
- Count *„ehm“* etc. in all speeches and roles on a piece of paper.
- Give the speaker an acoustic signal (with a bell or similar) whenever they use a filling word. **Do not** give the signal in early speech projects.
- Signal only the first three filling words.
- Present a brief summary at the end of the meeting.

Hints

- Pay attention to other filling words and -sounds as well.
- Provide sensitive feedback.

Exemplary introduction of the role

"As Filling Word Counter I pay attention to the use of filling words. That is, I give an acoustic signal on each "ahm" and write them down. I will signal only the first three "emhs" and do not signal on early speeches and guests. At the end I will give a report."

Things you like

Goal

Give a speech about a topic you are comfortable with.

Background

Your first speech does not have to be perfect. What matters most if you want to improve as a public speaker is to get out on the stage and speak. The purpose of this project is to make yourself comfortable on the stage. By talking about something you like, it will be easier to find your voice.

We believe you have something to say!

What to talk about?

Possible topics include:

- a book
- a movie
- a piece of clothing or furniture
- your hobby
- your family
- your job
- an event you attended

What is not important this time?

In this speech project, we will ignore a lot of things:

- structure
- wording
- grammar
- voice
- body language
- drama
- persuasion

We will deal with these aspects of speaking later. And we hope this is just the first of a lot of speeches.

Time

2-4 minutes

Questions for evaluators

- What strong points did you find in the speech? Name one or more!

Introduce yourself

Your Goal

Give a speech about yourself.

Background

In the second speech project, you will deal with an interesting but complex subject: You! Introduce yourself to the audience so that they learn to know you better.

There are different ways how you could approach the speech:

- Give a summary of your life in chronological order.
- Pick 3 aspects of your life and tell about them.
- Describe a single event that matters to you.

Don't try to put in too much content. Your life contains material for many speeches.

Things to be careful with

Topics you wouldn't tell a stranger you just met, for instance:

- bragging
- addictions
- your crime record
- diseases
- divorces
- other kinds of mischief ..

.. unless of course you *would* tell a stranger.

Time

4-6 minutes

Questions for evaluators

- What did you learn about the speaker?
- What strengths did the speech show?
- Were you surprised at any point?
- What aspect of the speech could be improved?