

Effective Speaking

Effective Speaking certification consists of these components:

- Ice Breaker
- Impromptu
- Report
- Prepared Presentation

Once an individual has participated and completed these required components, the member is able to “certify” and is recognized by the United States Women of Today for doing so. Members are recognized with a certificate from the US Women of Today.

REMINDER - These components do not have to be completed within the Women of Today activities, but rather can be done in a member’s personal, professional or other social activities.

This award can be earned once a year with the activities being completed between May 1st and April 30th.

The date that each requirement is completed should be put on the certification form that follows. This form is then sent to the State Program Manager.

The local chapter should aid the member in completing the first two requirements: ice breaker and impromptu. You will find on the following pages ideas for both of these. The chapter may use one of the suggested topics or may want to create their own. An impromptu / icebreaker can be used during a meeting, social event or an M-Night. You might try typing up the topics, put them in a basket, have each person pick one, and answer the question.

Also included in this section is information on turning jumbled thoughts into effective speech. This is a helpful tool for all members to use on speech preparation.

Competition in the Effective Speaking area is available from the State and National Women of Today group. Information about competition for the United States Women of Today follows. Contact your state program manager for more information about state competitions in this area.

UNITED STATES WOMEN OF TODAY

Effective Speaking Program

Effective Speaking is designed to help the individual discover and develop self-confidence and esteem. The Effective Speaking program will ensure improvement of speaking skills, and will help the individual feel more comfortable speaking to others.

NOTE: These requirements do not have to be done solely through Women of Today activities but may be accomplished in other organizations, career, etc.

The individual member must meet the following qualifications to certify in Effective Speaking. This award can be earned once a year from May 1 to April 30.

Name:

Date Completed:

Chapter/State:

1. Ice Breaker – Introduce yourself, lead in the Pledge of Allegiance, lead in the Women of Today Creed, etc.
2. Impromptu – 2 to 5 minute talk on a topic that is given to the participant a few minutes in advance. These topics can be decided by your Effective Speaking Chairperson and should be fun.
3. Report – This can be a report given at the chapter meeting. It can be a report on an upcoming project, a project that has been completed or even an officer or standing committee report.
4. Prepared speech – This is the final step, the 4 to 6 minute prepared speech. The topic shall be the choice of the participant. Encourage your members to participate and offer suggestions for improvements.

Please print or type information clearly.

Topics/titles and date completed must be included, except icebreaker.

Send this form to your State Program Manager

Upon completion of the program

Effective Speaking Competition

Effective Speaking competition is offered by the United States Women of Today. Effective Speaking Competition is held at Annual convention. If you compete in Effective Speaking at the National meeting you do need to be in attendance.

The deadline for registering for Effective Speaking competition is Thursday of National Convention by 10:00 p.m. at the Registration table.

You may submit your stat sheet ahead of time for national convention Effective Speaking competition if you want to.

The topics for these competitions will be published prior to the event in the Today's Leader publication and other special mailings. When writing your speech remember to use a different title than the topic.

The competition will be held on Friday of National Convention. After all entrants have been determined you will be told when your speech will be and where. Definite times will depend upon the host states meeting schedule and room available.

The winner of the competition may be asked to give her speech sometime during the weekend.

Topic: To be announced

Guidelines: 4-6 minutes in length

Send: Stat Sheet only, to include - Your name, address, phone, chapter/state, title of essay (should be different then the topic)

Deadline: Thursday of National Convention at 10:00 p.m.

Cost: \$5.00 (made to U.S. W.T.)

Send to: National Personal Enrichment Program Manager
Information follows to help you run a state or local Effective Speaking Competition.

UNITED STATES WOMEN OF TODAY
EFFECTIVE SPEAKING COMPETITION

STAT SHEET

NAME:

ADDRESS:

PHONE:

EMAIL:

LOCAL CHAPTER:

STATE:

TITLE OF SPEECH:

Date Received: _____

Entry Fee Received: _____

Tips for Running an Effective Speaking Competition

This page is intended to help local chapters / states, run an Effective Speaking Competition.

Step one is to find a chairman for Effective Speaking. The chairman will:

1. Set the topic for the speaking competition.
2. Establish the rules. Suggested are:
 - a. length – from 4-6 minutes
 - b. entry fee if any – explain what it will be used for
3. Set deadline for submitting the stat sheet
4. Publicize topic, rules, deadline
5. Secure 3 qualified judges - Have local members, local teachers, Chamber of Commerce leaders, news broadcasters, ministers and so on act as judges. Be sure they are qualified to judge.
6. Decide how judging will be done
 - a. actual day, time and place for judging
 - b. arrangement of the room
 - c. order of presentations
 - d. podium, if available
 - e. stop watch and timing cards
 - f. leave 15 minutes between competitors
 - g. critique sheet (the U.S. form may be used by local / state)
7. Decide on form of award recognition
8. Send thank you notes to judges and anyone else who helped
9. Send thank you notes to all entrants and encourage them to enter again
10. Publicize results
11. Send certification forms to state/national program manager when/if appropriate.

Judges rules

Chairman – be sure to give your judges the information they will need in judging the entries, and be sure they have the tools they will need in order to judge. The tools would include pencils or pens, forms you want them to use, etc.

1. Topic for the essay
2. Length of essay (penalty for too short or too long?) (Are the judges to time, or will the chairman do so?)
3. Do not confer with the other judges until the judges have evaluated all of the speeches. Don't let your judgement of the speech be swayed by the opinions of the others.
4. Take your time to carefully complete your critique form. Complete the forms as requested. We appreciate any constructive criticisms you have.
5. There will be no tiebreaker. The entrants will share the position.
6. Refer all questions to the chairman.
7. Thank you for your help!!!

To introduce Effective Speaking competition to your members you can hold a “mock” competition in your chapters.

Judge's Initials _____

United States Women of Today Effective Speaking Competition Critique Sheet

Effective Speaking Entry # _____ CRITERIA	POINTS		Score	Comments	
	Excellent	Very Good	Good	Fair	Poor
Introduction: relationship to speech	20	16	12	8	4
Development: logical pattern, organization	20	16	12	8	4
Conclusion: relationship to speech, effectiveness	20	16	12	8	4
Originality	5	4	3	2	1
Effectiveness: achievement of purpose, interest, audience response	10	8	6	4	2
Language: pronunciation, articulation	5	4	3	2	1
Physical: gestures, poise, eye contact	10	8	6	4	2
Voice pitch, volume, rate, emphasis, flexibility	10	8	6	4	2

Total Possible 100 Your Total _____

Speech should be 4-6 minutes; -10 points for over or under

Speech length _____ Less time deduction _____

GRAND TOTAL _____

ADDITIONAL COMMENTS (Use back if necessary)