

# SAMPLE ORGANIZATION SCHEDULE

## Vikings Toastmasters

### WEEK 1 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Educational Speeches: \_\_\_\_\_

Importance of Public Speaking \_\_\_\_\_

Selecting a Topic \_\_\_\_\_

Table Topics Master \_\_\_\_\_

### WEEK 2 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Educational Speeches: \_\_\_\_\_

Introduce a Speaker \_\_\_\_\_

Table Topics Master \_\_\_\_\_

### WEEK 3 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Educational Speeches: \_\_\_\_\_

Speech Organization \_\_\_\_\_

Table Topics Master \_\_\_\_\_

### WEEK 4 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Educational Speeches: \_\_\_\_\_

Using Gestures \_\_\_\_\_

How to Evaluate \_\_\_\_\_

Table Topics Master \_\_\_\_\_

### WEEK 5 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Educational Speeches: \_\_\_\_\_

Vocal Variety \_\_\_\_\_

Table Topics Master \_\_\_\_\_

### WEEK 6 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Educational Speeches: \_\_\_\_\_

Word Usage \_\_\_\_\_

Table Topics Master \_\_\_\_\_

### WEEK 7 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Table Topics Master \_\_\_\_\_

### WEEK 8 Speechcraft Date \_\_\_\_\_

Toastmaster \_\_\_\_\_

General Evaluator \_\_\_\_\_

Table Topics Master \_\_\_\_\_

Guest Speaker \_\_\_\_\_

## Speechcrafters

Bring your Speechcraft Handbook to every meeting. Read and do page 6 in handbook – Where do you stand as a speaker.

Read Chapters 1, 2, 3 in the Handbook

Be prepared to deliver the Ice Breaker speech of 2-3 minutes in length. Pick your subject about something interesting about you that you can share with the group, as hobbies, vacations, jobs, family, or other experiences.

Read Chapters 4 & 5 in the Handbook

Be prepared to deliver the Be in Earnest speech of 3-5 minutes. Also write a short introduction about yourself and the speech, because you will be introduced by another Speechcrafter. They will use the written introduction to introduce you.

Read Chapters 6 & 7 in the Handbook

Be prepared to deliver a speech that focuses on Delivering A Well Organized Speech on any subject of your choice for 3-5 minutes. Again write an introduction that can be used to introduce you and your speech.

Read Chapter 8 in the Handbook

Be prepared to deliver a Show What You Mean speech of 3-5 minutes. Focus on using body language and gestures. Again, write an introduction. Half of you will give speeches and the other half will evaluate those speeches. You will also evaluate your own progress to date.

Read Chapter 9 in the Handbook

If you evaluated last week, you will give a speech this week. Be prepared to deliver a speech using either Vocal Variety or Body Language & Gestures. Write an introduction to be used by another to introduce you.

Read Chapter 10 in the Handbook

Be prepared to deliver a speech that requires you to Work with Words that are challenging or new to you. Half the group will speak and the other half will evaluate. Bring a written introduction of you and your speech.

Same as last week

Be prepared to deliver a speech that requires you to Work with Words that are challenging and/or new to you. The half that spoke last week will evaluate. The half that evaluated will give speeches. Bring a written introduction of you and your speech.