

Speakers' Club Handbook

Welcome to Speakers' Club! Before we can get started we need to go over a few rules and expectations to make Speakers' Club a success. In order for us to succeed everyone must participate!

Expectations

Opening Address

- Each member must begin their presentation with "Good morning chairperson, teacher, other adults, and fellow students."

Voice

- Use a loud, clear voice
- Make eye contact
- Do not have anything in your mouth
- Avoid being monotonous
- Do not speak too quickly!

Body Language

- Maintain good posture
- Face your audience
- Avoid playing with objects (ex. Cue cards, clipboard)

Organization and Preparation

- You must be fully prepared for all presentations (you will be handing in all cue cards each meeting)
- Do not attempt to "wing it"
- Make sure you include all necessary elements to receive full marks

Closing

- Each member must end their presentation with an appropriate concluding statement
- Ex. "And in conclusion...Thank you for your time today"

Duties of Speakers' Club Presenters

Chairperson

1. Have the agenda filled out
 2. Call the meeting to order and conclusion at the end
 3. Introduce each speaker and their topic
 4. Keep the meeting running smoothly, and do not tolerate interruptions/noise
 5. Keep all members handed in speeches in order
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Evaluator

1. Will help teacher evaluate each students' performance
 2. Must give accurate, fair marks and quality comments
 3. Must fill out the marking sheets for each speaker and give suggestions
 4. Fill out the Oratory Skills evaluation for each presenter
 5. Must provide everyone their marks at the end of the meeting
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General Reporter

1. Tell the group your expectations for the meeting
 2. Fill out the General Reporter's Form
 3. Choose 3 highlights of the meeting to share with the class
 4. Give 3 suggestions on how the meeting could have been better
 5. Choose a favorite speech of the day and tell why
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Poetry

1. Choose and introduce your poem and the poet
 2. Briefly summarize the poem and your reason for choosing it
 3. Provide a copy of the poem for the teacher
 4. Recite the poem
 5. Include introduction and a conclusion
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Music Talk

1. Bring a CD (or from an iPod/mp3 player) with your song on it
 2. Introduce the song and artist
 3. Give some information on the artist/group
 4. Explain why you like the song/artist and play a portion for the class
 5. Provide the lyrics for the song, and explain your favorite part
- ****all songs must have appropriate lyrics for school - no swearing, no violent themed songs*****
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Comedian

1. Choose 5-10 appropriate jokes/riddles to tell the class
 2. Tell the class where you got the jokes from
 3. Explain why you chose the jokes to tell
 4. Include an introduction and conclusion
- ****racist or offensive jokes will result in a zero and possibly greater consequences*****
-

Demonstration

1. Introduce your topic and state what you are demonstrating
 2. Explain each step as you demonstrate it
 3. Bring all necessary props
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Sports Report

1. Report on 1 local, 1 amateur, and 1 professional sporting event
 2. Report on at least 2 different sports
 3. Tell the class of any major sporting events coming up
-

Movie Talk

1. Introduce the movie title with names of main characters and actors names
 2. Explain what year the movie was made
 3. Summarize the movie (don't give away the ending 😊)
 4. If you own the movie bring it in and play a clip of your favorite part
 5. Explain why you liked it
-

Headlines

1. Report any news from school, community, Canada, World
 2. Choose 3 headlines to share
 3. Explain the headlines and the importance of them
-

Book Talk

1. Bring a copy of the book for the meeting
 2. Introduce the book, author, genre, copyright date, publisher
 3. Briefly summarize book
 4. State if you liked the book and why
 5. Read a few of your favorite pages
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Story Time

1. Choose an interesting/humorous experience to share with the class
 2. You must prepare the story beforehand
 3. Use appropriate body language and sound effects
 4. Use pictures if necessary
 5. Stories should be at least 2 minutes long
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TV Talk

1. Introduce the TV show and the main characters
 2. Give a general description of the program
 3. Share when the program can be seen and what channel it is on
 4. State likes/dislikes of the show
- ****TV shows must be appropriate to share with the class - ask if you aren't sure!*****
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Historical Moment/Person

1. Provide date and name or description of the event/person
 2. Give the historical significance of the event/person
 3. Explain why you chose this event/person
 4. Give audience at least 3 points of interest and a few facts
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Famous Person

1. Identify the person and what they are famous for
 2. Share background information about the person (birth date, hometown, etc.)
 3. Give a background about how the person became famous
 4. Provide a few facts and interesting details about the person
 5. If possible provide a picture of the famous person
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Game Review

1. Introduce the game (board game, playground, video, computer, etc.)
 2. Tell us why you like the game
 3. Give a brief overview of how to play the game
-

Memory Box

1. Bring in a few items that are meaningful to you
 2. Share with the class why it is meaningful and provide details
 3. Show your item/items and pass around if able to
-

Master Chef

1. Speak about a favorite dish or food
 2. Share the recipe and how to prepare it
 3. Provide the teacher with a copy of the recipe
 4. If possible provide a sample for the class
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*****If you have any questions about any topic please ask your teacher as soon as possible 😊*****

Speakers' Club Evaluation

Date: _____

Evaluator: _____

Poetry _____

_____ introduction (1/2)

_____ name of poem and author (1)

_____ reading of the poem (1)

_____ summary of the poem (1)

_____ provided a copy for the teacher (1)

_____ conclusion (1/2)

/5

Music Talk _____

_____ introduction (1/2)

_____ brought song to class and played some (1)

_____ information on the artist given (1)

_____ stated why they liked the song (1)

_____ provided lyrics and shared favorite part (1)

_____ conclusion (1/2)

/5

Comedian _____

_____ introduction (1/2)

_____ 5-10 jokes (1)

_____ shared where the jokes came from (1)

_____ tasteful, appropriate jokes (1)

_____ shared why they chose the jokes (1)

_____ conclusion (1/2)

/5

Demonstration _____

_____ introduction (1/2)

_____ topic stated (1)

_____ explained each step clearly (2)

_____ brought appropriate props (1)

_____ conclusion (1/2)

/5

Sports Report _____

- _____ introduction (1/2)
 - _____ reported on 1 local, 1 amateur, and 1 professional sporting event (3)
 - _____ reported on 2 different sports (1)
 - _____ conclusion (1/2) /5
-

Movie Talk _____

- _____ introduction (1/2)
 - _____ main characters and actors names (1)
 - _____ shared when the movie was made (1)
 - _____ summarized the movie without giving away the ending (1)
 - _____ likes and dislikes shared (1)
 - _____ conclusion (1/2) /5
-

Headlines _____

- _____ introduction (1/2)
 - _____ shared 3 headlines from home, school, community, world (3)
 - _____ shared the articles with us (1)
 - _____ conclusion (1/2) /5
-

Book Talk _____

- _____ introduction (1/2)
 - _____ brought a copy of the book (1)
 - _____ shared title, author, genre, publisher (1)
 - _____ summary of the book with likes/dislikes (1)
 - _____ read a few pages from the book (1)
 - _____ conclusion (1/2) /5
-

Story Time _____

- _____ introduction (1/2)
 - _____ came prepared (1)
 - _____ interesting use of voice, body language, props (2)
 - _____ 2 to 5 minutes in length (1)
 - _____ conclusion (1/2) /5
-

TV Talk _____

- _____ introduction (1/2)
 - _____ introduce TV show and main characters (1)
 - _____ brief description of the show (1)
 - _____ share when the program can be seen - channel/time (1)
 - _____ shared likes/dislikes (1)
 - _____ conclusion (1/2) /5
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Historical Moment/Person _____

- _____ introduction (1/2)
 - _____ provide date/name of moment/person (1)
 - _____ historical significance (1)
 - _____ explain why you chose this event/person (1)
 - _____ shared 3 facts (1)
 - _____ conclusion (1/2) /5
-

Famous Person _____

- _____ introduction (1/2)
 - _____ name and occupation (1)
 - _____ background information given - birth date, hometown, etc. (1)
 - _____ background information on how they became famous (1)
 - _____ shared interesting facts about the person (1)
 - _____ conclusion (1/2) /5
-

Game Review _____

- _____ introduction (1/2)
 - _____ introduced the game and creator (1)
 - _____ gave a description of the game (2)
 - _____ shared likes/dislikes of the game (1)
 - _____ conclusion (1/2) /5
-

Memory Box _____

- _____ introduction (1/2)
- _____ brought at least 1 special object to class (1)
- _____ shares why the object(s) is important to them in detail (2)
- _____ shares object(s) with the class (1)
- _____ conclusion (1/2) /5

Master Chef _____

- _____ introduction (1/2)
 - _____ recipe is presented to class (1)
 - _____ clearly explained how to make dish (2)
 - _____ shared why it is their favorite dish (1)
 - _____ conclusion (1/2) /5
-

General Reporter _____

- _____ introduction (1/2)
 - _____ fair/accurate description of today's meeting (2)
 - _____ gave 3 highlights (1)
 - _____ gave 3 suggestions for next time (1)
 - _____ conclusion (1/2) /5
-

Chairperson _____

- _____ introduction (1/2)
 - _____ agenda completed before meeting (1)
 - _____ introduced each speaker correctly (2)
 - _____ assured meeting ran smoothly (1)
 - _____ conclusion (1/2) /5
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Oratory Skills Evaluation

Name: _____ Date: _____

Job Title: _____

_____ Good eye contact with audience

_____ Speech has appropriate volume, speed and voice inflection

_____ Able to look up from cue cards - memorization

_____ Effort in researching topic and organization of information

_____ Speech flows smoothly as a result of practice

Mark /5

Comments: _____



Speech Outline Form

General Topic: _____

Specific Topic: _____

Introduction

First Point

Second Point

Third Point

Conclusion