

graduate manual

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Introduction

This manual is a supplement to the Ambassador Spokesman Speech Manual. Graduates are encouraged to continue to refer to their ASSMs for guidance on how to conduct the business of the Club and how to present Table Topics and speeches.

The Graduate Manual contains speech-training opportunities for those who have graduated from Spokesman Club and who wish to develop further their abilities as speakers.

Goals of the club

In harmony with the Spokesman Club, the graduate club programme develops the whole personality.

It provides an opportunity for proper Christian fellowship, it develops qualities of teamwork and leadership, and it teaches the right use of authority as well as submission to it.

The club programme will include, from time to time, lectures by the Director on personal development. This includes principles which the men are encouraged to apply in the club.

Club programme

The club format is similar to that of Spokesman Club but with the following differences:

- 1 The President opens the club
- 2 There are no vocal exercises
- 3 Graduates are not assigned an evaluator. In his overall evaluation, the Director asks for evaluations from the graduates.
- 4 There are normally three 10-minute speeches, though four are allowable to provide more speech opportunities.

Occasionally a club will include a 'long' speech (20 minutes) and one 10-minute speech.

- 5 The Director does not evaluate after Table Topics, but covers this session in his overall evaluation at the end of the meeting.
- 6 No cups are awarded.

At the Director's discretion the speech session may be replaced by a lecture on principles of successful personal relations or specific aspects of public speaking or other related topics.

Assignments

Each graduate assignment is considered a 'complete' speech. It is assumed that the basic standards acquired in the graduate training programme will be the starting point from which to grow.

The graduate speeches do not have to follow the order in which they are listed, but this can be a helpful guideline.

Each member should keep a record of speeches successfully completed and should not repeat one until all assignments have been covered. Exceptions to this rule would be on the advice of the Director or if a speaker feels particularly 'full' of a subject and desires to communicate it to the club, in which case it should first be cleared with the Director.

1 UNIQUE EXPERIENCE (10 minutes)

The purpose of this speech is to relate an experience which the speaker considers unique; the Director's approval as to the validity of the subject should be gained in advance. The speech should include any lessons learned and an indication of whether or not others would benefit from a similar experience.

2 BOOK REVIEW (10 minutes)

This speech is intended to pass on the points of value gleaned from a book selected by the speaker. It should not simply be a précis, but should include an analysis of the book, its style, vocabulary, literary merit, message, validity, etc. The aim is to give the members a working familiarity with an important book without having to wade through every sentence themselves.

3 EXPOUNDING A PHILOSOPHICAL CONCEPT (10 minutes)

The graduate selects, or the Director assigns, a philosophical term, eg 'zoroastrianism', which must be researched and explained as simply and clearly as possible. Time should be allowed for questions at the end of this speech, so the total time for the assignment is 15 minutes.

4 SYMPOSIUM (10 minutes each speaker)

Four speakers are assigned to investigate and speak on different aspects of a complex subject. The Director conducts a 'questions from the floor' session at the end of the symposium. The Toastmaster co-ordinates the team so that all aspects of the subject are covered, with no overlapping of subject matter.

ASSIGNMENTS

5 SERMONETTE (10-12 minutes)

A lecture is given by the Director early in the club year explaining how a sermonette should be prepared and delivered. At the complete discretion of the Director, sermonettes of particular merit may be given (on a one-off basis) to the Church as a whole. There is no applause at the beginning or end of a sermonette.

6 'HUMOUR' SPEECH (10 minutes)

This is not intended to be a joke session! The aim of the assignment is to use the vehicle of humour to put across the point of the speech. The speech need not be humorous throughout - it merely needs to contain humour and use it to help fulfil the purpose of the speech.

7 LONG SPEECH (20 minutes)

This speech is an address to a Rotary Club or similar group, explaining some aspect of the Church's work. It is followed by approximately five minutes of questions from the floor, conducted by the Toastmaster or someone appointed by him. Adequate coverage must be given to the Church's involvement in whatever activity is being explained, eg Plain Truth, AICF, with a full explanation of our motives and goals. Complete candour is essential and emphasis should be placed on maintaining interest with examples, telling a story, use of props, colourful delivery, etc. Inform the Secretary when this speech is due so that speakers can be correctly arranged.

8 TV INTERVIEW (10 minutes)

One member interviews another as though he were interviewing a representative of the Church on television. The interviewer conducts a five-minute 'questions from the floor' session at the end of his interview. The interviewee may choose to represent any aspect of the Church's activities he wishes, but there are no restrictions on the questions he may be asked.

9 A LESSON LEARNED (10 minutes)

This speech aims to help other club members by passing on a personal experience in which the speaker has found a valuable lesson.

The speech is also designed to encourage frankness and to overcome the embarrassment often associated with having made a mistake.

10 'PROBLEM' SPEECH (10 minutes)

The purpose of this speech is to enable the speaker to deal with a particular speaking problem which he is aware of, eg poor eye contact, limited vocabulary, repetition of 'er', etc.

The speaker should advise the Toastmaster beforehand of the problem which is being addressed so that the club may evaluate accordingly.

ASSIGNMENTS

11 TV DOCUMENTARY REVIEW (10 minutes)

Somewhat similar to the Book Review, this speech is intended to pass on the points of value gleaned from a TV documentary of the speaker's choice.

It demands quick and accurate reporting, and develops an ability to build a speech from a set of notes.

12 BIOGRAPHICAL SKETCH (10 minutes)

The subject of this speech may be living or dead, known to the speaker or not.

The task is to paint a verbal portrait rather than merely present a string of facts.

13 'PROP' SPEECH (10 minutes)

This speech is designed to encourage the preparation and use of helpful 'aids' - visual, audio or even tactile. Visual aids, in particular, should be bold, simple, clear and concise - a help, not a distraction.

Properly used, aids are extremely valuable - 'a picture is worth a thousand words'.

14 REPEAT ONE OF THE UNDERGRADUATE ASSIGNMENTS (10 minutes)

The object is to use one of the assignments in the manual as a piece of revision, particularly if the speaker feels he needs to 'add colour' or 'speak with purpose', for example.

A revision of this sort should also be of great help to the undergraduate members of the club.

15 CURRENT AFFAIRS (10 minutes)

An aspect of topical news, national or international, is addressed. The speaker should assume that the club members are not well-informed on the subject and should therefore establish a good background, followed by the present situation, then the solution. Reasonable speculation in the final section can be of interest.

16 'PROJECT' SPEECH (10 minutes)

In this speech the speaker discusses a hobby or activity in which he is involved. He must explain why he does it, how it helps him develop and how other people can benefit from it.

ASSIGNMENTS

17 MORAL ISSUE (10 minutes)

Here, a current moral issue is investigated. It may be approached in a number of different ways, eg 'attacked' or presented with 'facts', but it must define the cause for the effects in a comprehensive and comprehensible presentation - vagueness must be avoided. This speech could end with the possible outcome of the issue if the trend was allowed to continue unchecked.

18 EXPOUNDING A CONTROVERSIAL SCRIPTURE (15 minutes)

This speech involves researching someone else's explanation of a scripture and must be presented clearly and concisely. The false reasoning should be exposed by using plain, clear facts in their proper context, together with supporting scriptures and logical reasoning where necessary.

19 AN ASPECT OF LEADERSHIP (10-15 minutes, with Director's approval)

Here, the speaker is encouraged to take just one of the many aspects of leadership - eg courage, dedication, tenacity, honesty, etc - and give what is, in effect, an 'inspire' speech - with examples where appropriate.

20 AN ASPECT OF FAMILY LIVING (15 minutes)

This subject gives the speaker plenty of scope! He can either share some lessons learned from his own experience or give examples from that of others. A book or other source can provide helpful information, and many aspects of family living can be gleaned from the Bible. The material presented should be practical and useful.

21 A PICTURE OF THE WORLD TOMORROW (10 minutes)

The Bible presents many basic concepts of the future, eg 'the lion shall lie down with the lamb', and 'the desert shall blossom like a rose'. The purpose of this speech is to expound or speculate on one of these concepts.

Any one of many aspects may be explored, such as commerce, the work of the Levites, education, technology, entertainment, etc.

22 'SPECIALIST' SPEECH (30 minutes)

This is an optional speech designed to give graduates an opportunity to speak to the club for a longer period than usual on a subject of which they have 'specialist' knowledge.

The time allowed should include five minutes for questions, conducted by the Toastmaster.

The Secretary should be given as much notice as possible of this assignment.

SYMPOSIUM - SUGGESTED SUBJECTS

OUR MONETARY SYSTEM

History
The gold standard
The green pound
Banking

MAN'S FIGHT AGAINST DISEASE

Disease in ancient societies
Causes of disease
Recent medical advances
The ultimate solution

THE IRISH PROBLEM

History
The Protestant viewpoint
The RC viewpoint
The English viewpoint

THE PALESTINIAN QUESTION

Historical
Cultural
Geographical
Political

CAUSES OF WAR

Social
Economic
Territorial
Ethnic

THE PERSIAN GULF EQUATION

Historical
Trends
Present situation
Future prospects/prophecy

FUEL(ENERGY)

Fossil
Chemical
Geo-physical
Nuclear

POLLUTION

Air	<u>or</u>	Problem
Water		Cause
Noise		Solution
Radioactive		

THE WORLD IN THE 1980s

Future trends in politics
 economics
 social conditions
 religion

SUCCESSFUL LIVING

Health		
Finance	<u>or</u>	Health
Ambition		Wealth
Fulfilment		Wisdom

HELPING OUR CHILDREN

Pre-school
Infant/junior school age
Early teens
Late teens

ALSO

The collapse of British
Industry
Causes of delinquency
Modern Industrial Japan
The mid-east oil situation
The EEC
The decline of British and
American society