

# Spokesman Club Manual

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## **Introduction**

Welcome to Spokesman Club! As a member, you will enjoy many wonderful opportunities for personal development and for building strong friendships within the church!

When our church's speaking clubs for men began back in the early 1950s, I don't think anyone foresaw the full benefit to the church that would result. Yet, without these clubs and the training they offer, very few of the leaders God uses in this church today could be as effective as they are in fulfilling their roles in God's commission to His church.

In my early years in the church I profited greatly from Spokesman Club. I have always considered that training most valuable. I think every other man who has completed the Spokesman Club program would agree with me.

This club will help you improve your ability to speak before others. It will help you add sparkle to your personality. It will help you increase your knowledge of world events, of the Bible, of human relations, of vocabulary. It will help draw you closer in friendship to other members of the church. It will enable you to serve more effectively within the Body of Christ. And it will help you keep your mind focused on the wonderful purpose of human life!

You will have to dedicate yourself to successfully fulfill each speech lesson, and to diligently participate in all the other aspects of club. But the rich rewards in personality growth, confidence, interpersonal relationships, Christian fellowship and personal friendships are well worth your hard work!

# How to Use This Manual

As soon as you receive this manual, read all the material up to and including Lesson One. Become thoroughly familiar with the content. Complete this before you receive your first assignment. Be sure to bring this manual with you to every meeting, having it available at all times and referring to it often.

## **Take Speeches in Order**

Each lesson is complete within itself. Yet it is fit into an overall scheme, a master plan, and each must be taken in order. It is not intended that the lessons be learned and conquered in one effort. This is one reason they are called lessons and not merely speech numbers. This is not a "How to Be an Eloquent Speaker in 10 Easy Lessons" manual – it is a handbook to be referred to and used over and over many times to help you develop your personality.

## **Lessons Are Building Blocks**

Each lesson is designed as a building block to fit into a whole. After you complete Lesson Two: "Have Purpose," every speech you give thereafter should have purpose. After you complete Lesson Three: "Be Crystal Clear," every speech you give thereafter should be crystal clear.

If, at any time, one of these main factors of speech-making is lacking in your presentation, go back and repeat the lesson you need to learn. Don't feel that to "go back" is to retreat. It is only to make your foundation sure.

Purposefully review from time to time. Measure your accomplishments with the goals in the "purpose" section of each lesson. Be sure to use and review your personal evaluation sheets constantly. If one particular weakness shows up consistently, redo the lesson that will help correct it.

## **Use Manual Before Preparing**

When the time arrives for you to give a speech, be there. Be ready. Be thoroughly familiar with the purpose set forth in the manual for the speech you are giving. Don't just glance over the manual at the last minute before you give the speech. Don't even begin to prepare until you have read what is required of you. When you have prepared, read over again the lesson you are trying to fulfill and see if your speech will be what is required.

You will discover many excuses for postponing your first few speeches. Drop excuses such as: "I can't find time to prepare; I can't think of any subject; I can't decide what to

say; my mother-in-law is visiting me the evening of the meeting." Give your speech when it is assigned barring only major catastrophes!

The entire club is only the collection of its individual members. If you are not an active, participating member you not only cheat yourself of an opportunity to learn, but you hurt others who might learn from you and from the smooth and efficient running of your club. There are 12 or more active parts assigned for each meeting. If one of the cylinders of an engine does not perform when its turn comes, the entire engine and its efficiency is affected.

### **Be Speech-Conscious**

All the principles and many of the exercises and suggestions in this manual can be applied and used 24 hours a day. Voice exercises, English and vocabulary, how to think logically – you must work on all these things every waking hour.

Above all, approach this whole endeavor prayerfully. Pray for help. Pray about each speaking and evaluating assignment you have. Pray about the meetings ahead of time, and ask God to help you perform your part so as to be the most help to all the others.

May God guide your every effort in this club.

## **Club Goals and Purposes**

The Spokesman Clubs are sponsored by the Worldwide Church of God. Their membership is open to members of the church – and others, as the director's discretion.

### **Develop Whole Personality**

These clubs are designed to contribute to the development of the whole personality. Development of a pleasant and effective voice is encouraged. Proper appearance in dress, posture, manner and facial expression is stimulated by the club program.

Development of sincerity, friendliness, enthusiasm and humor is encouraged by specific speech opportunities and helpful criticisms. The qualities of poise, wisdom and quick thinking on one's feet are stimulated.

The development of Christian character based on the qualities of love, wisdom, sincerity and humility is certainly a foremost goal of Spokesman Club. Jesus Christ stated, "Out of the abundance of the heart the mouth speaks" (Matthew 12:34). Since, in the end, you say what you are, this presents a tremendous challenge to all club members to truly become an instrument in God's hands.

The mastery of self-will and vanity, made necessary by constantly speaking before others; the self-discipline required to properly prepare effective and helpful speeches regularly – these factors contribute toward the development of strong Christian character.

The many opportunities for actively and outwardly showing love and a spirit of service in all phases of the club's program is a continuing stimulus to become more like Christ – and to live according to His basic precept: "It is more blessed to give than to receive" (Acts 20:35).

### **Christian Fellowship**

A second main purpose for Spokesman Clubs is to provide opportunities for Christian fellowship and recreation. The regular club meetings, together with occasional club outings, provide these opportunities. Special evenings, which can be held two or three times a year, are enjoyable and uplifting for the club members and their spouses or dates.

Spokesman Clubs do not sponsor churchwide activities, because those are a function of the local church.

Whether in the regular meetings or in special programs, Spokesman Clubs provide their members with a wonderful opportunity for zestful, stimulating, Christian recreation and fun.

### **In Summary**

The Spokesman Club program, then, serves to develop the whole personality and provides opportunities for Christian fellowship and recreation with other Christians. In these ways, Spokesman Clubs contribute to the overall growth of their members and to the development of the whole man.

# **Constitution and Bylaws**

## **Club Name**

The full name of a Spokesman Club will include the name of the city of the local church, followed by the words *Spokesman Club*. If more than one club is established in a city, the official name may include the name of the city in which your local church is located, and the section (A, B, C, etc.) followed by the words *Spokesman Club*. Example: Houston "A" Spokesman Club.

## **Purpose**

The purpose of the Spokesman Clubs is stated in the beginning of this manual. In short, that purpose is to provide training in effective organization of right thoughts and ability to put them across in plain, understandable speech.

## **Membership**

Any member of the church is eligible to apply for membership. At the pastor's discretion individuals who are attending services but who are not yet baptized also may become members of Spokesman Club.

Application for membership should be made directly to the pastor or the club's director.

New members are admitted by the director on the basis of available openings. Members must attend regularly and demonstrate effort to improve their speaking skills in accordance with the goals of the club. Misconduct is always grounds for dismissal from the club.

## **Size Limitations of Club**

The maximum membership of a Spokesman Club will be limited to 30. When a club has grown to this maximum and there are yet additional applicants who qualify, the club shall be divided into two clubs. If it is impossible to divide the club, then a waiting list must be maintained.

Leaves of absence or honorary inactive membership are not allowed in Spokesman Clubs. The person who wishes to drop out of a club for an extended period of time must be dropped completely, and at the time he wishes to re-enter, must make a new application for admission.

## **Guests**

Clubs should encourage attendance of outside guests for the following reasons:

1. They add an extra challenge to the members who have an opportunity to speak before a larger and varied audience.
2. Potential club members have a chance to look over proceedings and become acquainted with club activities.
3. Church members at large have a chance to enjoy fellowship with members of the church who are actively improving themselves.

Members who wish to invite guests should obtain permission from the director, president or vice president, who in turn will notify the sergeant-at-arms if additional facilities are needed.

When groups are to be invited to attend club meetings, the president should decide, with the director's approval, who should be invited and when. This is done during the business portion of the meeting.

## **Membership Dues**

Local membership dues are assessed of the members in accordance with the needs of the individual club. The amount assessed should be arrived at by the club during the business session and must meet the approval of the local director.

This amount should include the cost of all equipment and speech materials, hall rental and other expenses.

Special assessments may be levied for designated purposes from time to time according to the general desire of the club and with approval of the director.

### **Spokesman Club Officers**

The director, who is often the local pastor, directs the club program. He is directly in charge of the local club just as the pastor is in charge of the local church.

All club officers are appointed by the director and are replaced at his discretion. New officers are appointed once each year, but the director may choose to reappoint anyone to the same office two or more years in a row.

Not only does much of the success of the organization depend on the officers, but how much they personally benefit is determined by the seriousness with which they fulfill their assignments. Each officer in the club should count his official duties as a vital part of his training in the club. He should familiarize himself with his official duties in addition to the general outline of meetings (see "Meetings").

When a person accepts the responsibility of an office, it is that person's duty to give faithful service. It is only natural for a person to aspire to an office in the club, but anyone who seeks such a position for honor, or for selfish purpose alone, is thereby shown to be unworthy of it. The good officer serves the members in the club, and while serving, the officer also gains priceless benefits.

### **Duties of President**

The president, as the club's leader, must enthusiastically carry out educational and program plans and cause all decisions to be put into practice. The president must set an example of effervescent energy, tact, resourcefulness, inspiration, love, joy and wisdom in every action and relationship. If the president does not have these, the club will also lack them.

The president presides at all meetings of the club except when the president or director calls the vice president or some other member to the chair.

The president should start all meetings on time and carry them through on a definite schedule.

The president accepts responsibilities as leader of the club and prepares by studying the purposes and goals, being acquainted with the business to be handled and conducting all meetings and affairs of the organization in a businesslike manner with attention to time limits.

### **Duties of Vice President**

The vice president shall assist the president in every possible way, presiding when necessary. The president should arrange for the vice president to gain practical experience in presiding by occasionally calling the vice-president to the chair if the need does not otherwise arise.

### **Duties of Secretary**

The secretary is responsible for making an accurate record of each club meeting on a minutes-report form. After reading the minutes report at the next meeting, the secretary will give the original to the director.

The secretary is also responsible for making club assignments and taking attendance each meeting. The secretary should make the director aware of any members who attend irregularly.

### **Duties of Treasurer**

The treasurer is responsible for handling club financial matters – collecting dues and maintaining accurate records of club expenses. The treasurer should be able to give a correct treasury report at any time.

### **Duties of Sergeant-at-Arms**

This officer is responsible for seeing that the club room is ready for the meetings before the arrival of the members. Tables and chairs should be properly arranged, and equipment such as the speaker's stand, timing light, gavel and award cups should be ready for use. The sergeant-at-arms looks after ventilation and the general comfort of members during the meeting. Since this officer is the club's official greeter, the sergeant-at-arms must be on hand to welcome all visitors and have them sign the guest register.

The sergeant-at-arms is also responsible for maintaining a supply of materials.

### **Meetings**

Meetings may be held weekly, every other week or once a month. These meetings should be conducted according to the following general outline:

1. Vocal exercises
2. Reading of the minutes
3. Business
4. Tabletopics
5. Evaluation by director
6. Recess
7. Five prepared six-minute speeches with a two-minute evaluation after each
8. Evaluation by director
9. Presentation of awards
10. Lecture

Special Nights that will be held two or three times a year can be either regular non-dinner meetings or dinner meetings, and the format of the meetings may be altered at the discretion of the director.

### **Awards**

At each meeting, award cups for the "Most Effective Speech," the "Most Improved Speaker" and the "Most Helpful Evaluation" may be presented. This is done for the purpose of pointing out the importance of doing one's best. No other awards or fines are to be used as part of the club procedure.

### **Equipment and Supplies**

The Worldwide Church of God does not supply materials for Spokesman Clubs.

### **Certificates of Merit**

Upon satisfactory completion of the 12 speech lessons, a Certificate of Merit may be issued.

# **Get the Most Out of the Club Program**



Each part of the club program is valuable in helping you improve your personality, leadership and speech skills. Stay awake. Be on your toes. Make every second count during every meeting.

### **Conversation**

Ability to carry on interesting, positive conversation is part of a good personality. You should use the few minutes you have before and after club meetings and during the 10-minute break to develop skills in this area.

If you are awkward at starting and contributing to such conversation, make a special effort to overcome. Ask questions that encourage others to talk. You may also cultivate a habit of always having something worthwhile to say. Replenish your fund of knowledge at all times by keeping your eyes and ears open for important subjects helpful to others. Once you have begun to improve your conversational skill, use it on your family at home, going to and from your job and before and after church services.

### **Business**

The club's business session helps develop qualities of leadership. Be aware of the problems and the needs around you. Don't leave it to someone else to come up with all the ideas.

If you are active in this part of the program, even if many of your ideas are not adopted, you are learning and gaining experience in leadership.

### **Short Topics**

An effective speaker can express ideas briefly and convincingly. "A word fitly spoken is like apples of gold in settings of silver" (Proverbs 25:11). You will be called on to express your ideas on a given subject to help develop this skill. This will give you experience in collecting your thoughts and presenting your ideas logically and effectively without feeling any embarrassment or awkwardness.

The short topics session also prods you to keep informed on important subjects such as news, speech techniques and Bible questions.

### **Speeches and Evaluations**

The value you receive from this portion of the program doubles and redoubles as you gain experience. You not only learn to speak by speaking, but in evaluating others' speeches you gain an unexpected bonus. Improvement is encouraging, and your skill begins to snowball.

Here is how it works: In concentrating on other people's speeches, you not only give them ideas on how to improve, but you learn how to improve yourself. As you learn the essentials of a good speech you put it to double practice – to improve your speaking and to help your neighbor.

This concentration on what makes for improvement in speaking promotes rapid growth. In showing the other person how easy it is to overcome weaknesses, you discover how easily you can overcome your own. Progress is often surprisingly fast.

Other invaluable knowledge and experience is gained from speech contents, speech preparation, analyzing materials to separate good from bad, considering how to best reach your audience and practicing ways to help others and receive help from others gracefully and with appreciation.

### **Other Opportunities**

In the club program you learn by doing. Learning opportunities are many and varied. Bible knowledge is put to work. Dress, etiquette, patience and self-control are practiced.

Club officers learn skill in leadership and government. All learn how essential it is to get to know one another and how we can lend a helping hand.

Don't limit yourself. As a club member, you can grow only as you put forth effort. Be alert. Be diligent. You cannot afford to shrink back. Instead you must step out in confidence, trusting God to help you develop a more effective personality and find success in your personal growth.

## **Standard Programs**

The following program is standard for all regular meetings. It should be adapted according to the starting time of each particular club. The time limit for meetings is two hours and 10 minutes.

6:00 - Meeting begins. The director brings the club to order and calls on someone for the opening prayer. (One minute)

6:01 - Vocal exercises. The director, or someone he chooses, leads the club in a short vocal exercise session. The director then introduces the president. (Two minutes)

6:03 - Minutes. The president, after opening remarks, introduces the secretary for the reading of the minutes. (Two minutes)

6:05 - Business. The president begins the business session, handling old business first and then new business. (Ten minutes)

6:15 - Tabletopics. The president introduces the topicsmaster for the evening. (Twenty minutes)

6:35 - Evaluation. The topicsmaster introduces the director for the evaluation of the business session and tabletopics. (Ten minutes)

6:45 - Recess. The director dismisses the club for a 10-minute recess. Snacks may be available.

6:55 - Speeches and evaluations. The president introduces the toastmaster for the speaking session. (Fifty minutes)

7:45 - Tallying impression slips. The president calls for the impression slips to be passed to the timer and asks the secretary to read the assignments for the next meeting. The president then introduces the director for the final evaluation. (One minute)

7:46 - Evaluation. The director evaluates the speaking session. (Ten minutes)

7:56 - Awards. The director then calls for the previous trophy winners to present the awards for the evening. (Four minutes)

8:00 - Lecture. Spokesman Club directors give instruction on speech techniques or personal instruction to help the members in overall growth.

8:10 - Meeting ends. The director dismisses the club.

### **Special Meetings**

At several times during the year, Spokesman Clubs will hold special meetings. The director will appoint five speakers for these meetings, and after the opening prayer, the meetings will begin with the speeches, followed by an evaluation of each by the director. After a 10-minute recess, the director will give a lecture for the benefit of club members and guests.

### **Guest Nights**

Two or three nights can be scheduled during the year in which all club members are encouraged to bring guests, such as dates, spouses, teenagers, widows, etc. The format for these meetings will be set by the director, except these will have no business session.

## Certificates of Merit

The last meeting of each club year (often in May) should be a special occasion. It may be a Guest Night, a combined club meeting, or the entire congregation may be invited as guests at a dinner meeting. Certificates of Merit can be awarded to members who have completed the prescribed speech program.

If practical, the officers for the coming year will be announced at this time. Clubs normally recess for three months during the summer.

# This Is My Life

**Purpose** Why would you talk about yourself, when one of the rules of being a good Spokesman is to get your mind off yourself? The answer is that one of the chief causes of self-consciousness is a fear that people will find out what you really are, rather than what you would like them to think you are.

This is your opportunity to talk about yourself freely; to tell a little of your background, religious or otherwise; to state some of your likes and dislikes. Tell those things about yourself that would be interesting and helpful to the other men and enable them to know you better. Introduce yourself – break the ice – get in the swim.

**Preparation** "Be prepared" is fine to have as a motto; getting prepared is the work of living up to it. God shows all the way through His Word that the man who is prepared in his mind before the time of crisis is the profitable servant. Prepare yourself mentally and spiritually, and your battle will be better than half won.

First: It is going to be easier than you think.

Second: Don't keep thinking, I'm going to have to "make a speech." You are going to have the opportunity of letting the other club members know you a little better, to help them, and they in turn are going to help you.

Third: Don't fear your audience. You can talk to one or two people without nervousness, and all of these people are in the same boat with you: as soon as this speech is over you'll all be better friends, learning from and encouraging each other, growing and improving together.

Now organize. Write down the main points (three or four) you want to bring; be sure you have a logical arrangement of ideas or a story flow; concentrate on one central theme; select a beginning point and an ending point (get each of these very clearly in mind) and there you have an organized speech. If you wish to use notes, try a small index card.

Practice makes perfect. That's why you're in this club. But the time spent in the actual program is precious, so rehearse your talk a couple of times at least, before you use it at the club. Go over it thoroughly, point by point, in your own mind, and you may find it helpful to rehearse it before some of your friends.

**Delivery** The toastmaster of the evening will introduce you. Wait until he is finished speaking, then rise quickly and stride with purpose and with a smile on your face, to the podium. Look at the toastmaster and say, "Mr. Toastmaster," scan the audience and say, "and fellow Spokesmen." Then talk to the whole group and tell them about yourself.

It will help if you know one or two in the audience well; bring your eyes back to them more than the rest and talk to them personally. Forget everything except your speech.

Your hands will take care of themselves, your clothing will stay on without any readjusting, the speaking stand is in the right place, don't move it.

Watch one thing in particular: the timer. When the final light comes on, quickly summarize and conclude your talk with the last point you intended to bring. Don't end with "Thank you."

Then begins the most profitable portion of the entire endeavor – the evaluation. No matter what the evaluator says, remember you did give a speech, and *that* is an accomplishment. Now here is your opportunity to learn how to improve on the next one. Listen carefully, appreciatively (especially to the overall evaluator), take notes on good and bad points and do not attempt to justify yourself or make excuses. Just learn and do better next time. (By the way, don't talk back.)

**To the Evaluator** "Open rebuke is better than secret love" (Proverbs 27:5, King James Version). To be able to point out shortcomings in tactful love is an attribute of your heavenly Father. You now have the opportunity to develop that same attribute. Remember, this is his first talk. Do not judge him too harshly, but do not "whitewash" him either.

First, make him feel welcome.

Second, encourage him by pointing out some good point he can capitalize on in future speeches.

Third, bring out one or two (at the most three) points he will need to work on to improve his speech ability. One wisely chosen point, well explained, will be more effective than a list of several faults this beginning speaker is bound to have.

Fourth, suggest how to overcome his weak points.

Be concrete and help him feel confident that he can overcome.

## Speak With Purpose

**Purpose** The first rule of success is to have a goal. This is most assuredly true in making a speech. Pick one main point. Make it simple, useful, purposeful. Aim that one point straight from your heart to the hearts and minds of your friends in the audience.

Don't lose sight of that goal. Know where you are going when you start and never deviate from that point. Drive that one point home.

**Preparation** "Out of the abundance of the heart the mouth speaks" (Matthew 12:34).

Pick one subject you know well, one you have been thinking about over a long period of time or one that has filled your life recently. The better you know your subject matter, the less you think about self (the less you have to fight nervousness), and the more able you are to present that subject with earnestness and conviction to help your brothers.

Perhaps you have just learned how to overcome some common fault that has been bothering you for a long time. Perhaps you have had some experience that would help others. Don't just wander through a story, though. Remember, your speech must have a definite point.

Select your subject. Write down every point that comes to your mind about the subject. Pare the subject down to the core (your one purpose). Omit all unnecessary ideas, thoughts and wanderings. Use only the essential elements needed to get across the subject. Draw everything you are going to say toward one point like iron filings to a magnet.

If you need to, use notes – a word or two to recall important thoughts to mind. Many speakers find that lengthy notes may tie them down, hold them within too rigid margins

and can tend to confuse more than help them. One index card is enough for a six-minute speech. Print your notes. Make the words large and easy to read.

Fix your beginning and ending well in mind. It is not absolutely necessary to practice the speech out loud, but this may be helpful. At the least, go over the things you intend to bring out, quietly to yourself. This will help you come closer to the time limit and also implant the subject matter more firmly in your mind.

**Delivery** After you are introduced by the toastmaster, walk to the lectern with eagerness. Greet the audience, pause just a little to gain their full attention and gain eye contact. Single out one or two and talk more to them than to the others. Study their reactions and keep their attention rooted to your topic. Press your subject home, but don't rush nervously. Concentrate on the importance of your speech and forget yourself

**To the Evaluator** Look for the one main purpose of this speech.

How well was it presented? Are you convinced? Was there continuity from beginning to end, or did the speech wander from his topic? How about the sincerity and earnestness? Was the speaker self-conscious, preoccupied and nervous, or focused on the subject of the speech?

What good points should the speaker continue to develop?

## Be Crystal Clear

**Purpose** Dull, dry speeches that put people to sleep are a dime a dozen. You must learn to make your point and explain your purpose with ringing clarity. Make it sharp and to the point.

Misunderstanding is a common ailment of the human mind. People often misunderstand each other because of a lack of clarity. People frequently don't say what they mean, nor mean what they say. Speech number two brought to focus the purpose you should have. Now concentrate on making that purpose clear and plain.

**Preparation** Select a profitable subject and explain it clearly, with exactness. A "how to" topic is often useful for this assignment. Almost anything can be interesting if it is readily understood, from how to build a log cabin or tie flies to how to get along with a nonmember mate.

Avoid sarcasm and cynicism. Don't use weak words such as: *thing, etc., so on and so forth, deal, gizmo, this or that, really or something*. Be definite. Be clear. If you mean *ship*, don't say *boat*. If you mean *cracker*, don't say *biscuit*. If you mean *woman*, don't say *girl*.

Try to bring gestures into play in this speech. Relax and *let yourself* gesture. You gesture unconsciously when you talk to individuals or groups of friends. Don't worry if your gestures appear a little forced at first, or stiff. You'll limber up in time.

Many times a gesture will convey much thought for you. Some gestures speak things words cannot say. Gestures emphasize and bring home to the minds of your audience the words you say.

Remember always to have your words and gestures agree. Don't throw your hands down in a sweeping arc at the same time you say *up*, for example.

Be logical in coming to your punch line, which is the purpose of the speech. Proceed in an orderly manner, step by step, from the beginning to the end in a clear, understandable explanation of the subject.

When you have selected the topic you are going to speak on, ask yourself the following questions about it: What, why and who. Then answer these questions about your subject so clearly that everyone in your audience will comprehend without a shadow of a doubt.

**Delivery** Speak slowly enough so that each word is distinct and clear – rapidly enough that you don't lose attention. Remember eye contact. Choose two or more individuals and use them as samples: If they are understanding your speech, the others probably are; if they seem puzzled, disinterested or confused, warm up to them and make them understand. You are learning to sense audience reaction.

Think on your feet. Don't be embarrassed if you have to pause for a moment to get your thought, but don't look to the ceiling or floor. Keep looking at your audience. Keep attached to them.

**To the Evaluator** Look for clarity in subject, in word, in gesture. Look for sincerity, purpose, profitability. Be clear yourself. Don't mince words, but get to the point.

## Add Color

**Purpose** An ancient Chinese proverb says, "A picture is worth 10,000 words." Your purpose in this speech is to draw a word picture so clearly and colorfully that a few well-chosen, piquant phrases will indelibly engrave your key thought on the minds of your listeners. Make your subject live. Be graphic. Be intense, vivid, picturesque.

Bring more gestures into play, add as much range of voice variety as you can and spend action verbs and descriptive adjectives like a word billionaire.

**Preparation** Select a subject you have feeling for. Use your own experience. Perhaps you can tell of something that happened to you that carries a lesson for all. You may be filled with ideas from a book you read, or from current events or conversation.

You will notice one recurring point that will help you in all speech giving: Be filled with your subject. Ask God, your Father, in earnest, seeking prayer and supplication to use you as a tool in His hands so that you may effectively profit the other members of your club.

If you decide to use a picture or a prop for illustration, use it naturally. Don't bring too much attention to it. Only let it supplement your words.

A colorful anecdote or joke may aid you. But be sure to use one in good taste and one that fits the subject. An analogy may be helpful to clarify clouded meanings and vividly portray the point you want to get across. Keep the story short and purposeful. Make the point obvious. Appeal to your audience's interests. Catch and hold their eyes.

**Delivery** When you get up to give this speech, don't worry about choosing just the right words or trying to sound like a Longfellow or a Churchill.

Just try to make what you say as colorful and descriptive as you can.

Think of painting a picture. Draw each detail well. Don't stop in your talk, but if you feel your first description was not vivid enough, say the same thing over again in different words. But keep moving forward.

Whether you choose a subject that is brilliant, glowing, fresh and rich; or gaudy, florid, flashy and raw; or one that is mellow, harmonious, tender, supple and delicate; or sad, somber, grave, dark and deadly; make it flow. Pour yourself into description.

Avoid being too colloquial. Don't use "kid, great, guy," but find a more mature expression: *urchin* or *child* for "kid," *superior* or *distinguished* for "great," *gentleman, hero, sailor, officer, student*, etc., for "guy."

Color is added by filling in the details. To say "The man crossed the river" has no color, but to say "The travel-weary old prospector entered with determined stride the rippling mountain stream, and the ice-cold, glacier-born waters cooled his sweating feet and lightened his step as he struggled up the bank on the far side" brings color and life to a flat statement of fact.

Try for total audience contact this time. Strive to make the person with the most puzzled look brighten up with understanding.

But don't just make this a show. Endeavor to edify, profit, build and enrich.

**To the Evaluator** Don't merely look for color, descriptiveness and good gestures, but remember that this speaker should have purpose and clarity. Be straightforward and plain. Try to be colorful in your evaluation, but not at the speaker's expense.

## Get the Facts

**Purpose** Fact is reality. Fact is truth. Many people claim to have the truth, but few can substantiate their claims. Truth is elusive. We live in an age of confusion, when some question whether there is even such a thing as truth.

Your purpose in this speech will be, therefore, to be absolutely factual, to know whereof you speak.

"They say" is probably the most common authority quoted. In this speech you must gather source material and summarize to find the crux of the question at hand, to learn to quote substantial authority to back up the statements you make.

Make the facts live. Don't just give a dry, statistic-filled speech showing off your knowledge to the third figure after the decimal. The truth can be not only plain but vital and living. First, be sure you find the truth. Second, arrange the facts so they have real meaning. Third, give the facts character and make them interesting.

Don't guess, wonder or think or suggest, dream or ponder – but know. Be positive.

**Preparation** This is your opportunity to research a subject you would like to know more about and add to your store of knowledge as well as edify your fellow club members. If you use statistics, beware of using too many, making your subject cold and your audience colder. Research and digest a great number of facts, but when you give them to your audience, be sure that they are few and telling.

Dig up some little-known facts from a genuine authority on some common subject of interest. Or put well-known facts together in a unique way and support your point with a quote from a well-known authority.

God has given us the spirit of a sound mind. Use this sound mind in gathering your material, and appeal to the sound mind and reasoning of your audience.

Make this the most logical speech you have ever given and fill it with proof, proof, proof. Back your audience into a corner and by your well-organized body of evidence show plainly and factually that there is but one conclusion to draw.

"Of making many books there is no end, and much study is wearisome to the flesh," Solomon observes in Ecclesiastes 12:12. But books do hold an inexhaustible supply of information, and what you are to learn from this speech is how to extract accurate information from them. Dig out the facts about your subject and present them with startling clarity and logic to your listeners.

Libraries are warehouses full of facts. Daily newspapers and magazine articles flood you with facts. But use quality authoritative sources. Remember, everything that is in print is not necessarily accurate.

**Delivery** Once you have made these facts so much a part of you that you don't hesitate in your delivery, you are ready to begin. Stand and speak boldly to your audience, realizing you have vital information that is going to help them. Don't apologize for your subject or your source of information. Just be sincere, straightforward and factual. Show beyond a shadow of a doubt why your main point is a point of truth.

Even though you may need more notes with this type of speech, remember to keep them at a minimum so that you will always have audience contact – for if you gain all the facts but lose your audience, where will your speech be?

Remember humility.

**To the Evaluator** Be sure your evaluation is based on the facts and principles of basic speech. Look for an organized, thoughtful presentation of the truth.

## Stir to Action

**Purpose** A speech may be clear, colorful and factual, but if it does not stir to action it is not useful. Knowledge is of no value except as it is put to use. So it is that a speech is of no value unless it is purposeful and stirs to action.

In this speech you are to present your facts in such a way that by the conclusion of the speech your audience is ready to do what you suggest. Appeal to them and show that just listening is not enough. Drive them to the effort of accomplishment.

Have in mind the response you want from your audience and lead them to it with increased fervor, so that when you reach your climax they will want with all their heart to do what you request.

The purposes of your past speeches will serve you well in this speech. The purpose, clarity and color with which you put the facts together will determine the action you will incite.

If necessary to gain your purpose, plead in earnestness with your audience. Use true sentiment and real pathos. Don't fear proper emotion. If tears come to your eyes and you're not just putting on a show, let those tears flow.

**Preparation** An exhortative appeal would perhaps be the best subject to choose for this speech. Show that something is not right, show why it is not right and solicit your audience's effort to correct the situation in an earnest appeal. Give your audience something positive and concrete and simple to perform. Show them in one, two, three manner what is required of them.

Be sure to make this a positive request. Stress the fact throughout your talk that what you are asking of them can be accomplished. Show the reward that will come from their taking action as you request. As a basic principle, however, it is unwise to request your audience to perform something you are not already performing yourself, lest they reply, "Practice what you preach."

Do not appeal to the vanity of your audience by showing them that what you desire is popular, but rather appeal to their desire to develop Christian character by doing what is



right, good and upbuilding. And show them how doing what is right will produce its pleasant fruit in the long run.

Spend a good deal of your time for the preparation of this speech on your knees, in prayer. Remember that there is a responsibility that rests on your shoulders every time you ask someone else to do something. Ask God to guide and direct and help you to edify and help your fellow members in the true Christian spirit of love. It would be good to go over your speech on your knees even after you have the notes written down. Stir your audience to positive personal growth.

**Delivery** The fewer notes you use in this speech, the better, because your audience must be convinced that you are convinced. Let this speech flow out of your innermost being as a river of living water. Be sure that the great part of this speech is in your heart and the notes that you have are only to prompt the words from your heart.

Don't give your audience a "chewing out." Don't be angry at them. Don't accuse, impugn or slander. Just plead with them earnestly to accomplish an action that would benefit them. Stress the positive. Don't be fearful, but be keyed up, straining at the bit to reach the audience with your dynamic message. Try more than ever for mind-to-mind, heart-to-heart audience contact.

**To the Evaluator** Explain your reaction to the speech as colorfully and as clearly as you can, and with all brotherly love. Stir this man to action to correct his main weaknesses.

## A Complete Speech

**Purpose** This speech will be a finished product – a polished, well-rounded, complete speech. It must be thorough, well-filled and purposeful. This will be your first real speech! You have learned all the basic parts of a speech. This will be your opportunity to put them all together and produce a mature, full-blown presentation.

The aim is to have all of the purpose, clarity, color and facts that were points and particular aims of the previous speeches. This "complete speech" will stir to action and give you and those who hear you a sense of accomplishment at its conclusion. This will be a sort of graduation speech, a commencement, because from here on out you will be giving complete speeches.

**Preparation** Spend real effort on this speech. Review all the evaluations you have received – the strong and the weak points. Determine to round off those rough edges: nervous gestures that may by now have become habits of speech, embarrassing hesitations where you lose your train of thought and the "and-uhs" that crop up as fillers. Watch for details. Don't let little grammatical errors mar an otherwise effective delivery. Look carefully at your clothing: See that everything is straight, in place and properly buttoned before you get up to speak. Be meticulous.

See to it that your notes are inconspicuous but complete. Watch organization carefully. Have each point neatly fitted to the next and securely joined to the whole. Don't let your punch line come too soon or too late.

Choose a title carefully. Be sure it expresses the feeling and meaning of what you intend. A thoughtfully selected title can be the capstone of success. The more succinct the title, the better. This conditions the mind of your audience to your subject.

Select your best type of speaking style. Put your best foot forward. Humor may be your best tool. Or maybe the use of an analogy to make your point. Just friendly conversation, expanded, may be your style. Perhaps a "How-to" speech is your forte. Use your best to do your best. Capitalize on your good points.

Ask your toastmaster for additional time, perhaps eight or 10 minutes, if you feel you need it for this speech. Knowing you have a little longer to bring out your topic may loosen you up a little and take away some of the tension brought on by a shorter time. In giving this polished, smooth, well-rounded speech, beware that you do not become so sophisticated and suave in your delivery that you give the air of a well-greased con man. Avoid being so letter-perfect that you lack sincerity.

Spend time in prayer, asking God's guidance and help in this speech. No one is as complete and thorough as your Creator, and He can help you develop this same attribute in your character.

When you believe you are ready to deliver your speech, read over this lesson again.

Double-check, review and be circumspect in every point.

**Delivery** During the intermission make a last-minute check of your notes and clothing, choose a seat convenient to the speaker's stand, relax and forget about the whole thing until you are introduced. Then draw on all you have learned so far in club to give it all you have to give!

**To the Evaluator** Be thorough and complete, but don't just pick on the speaker so you will sound like you are an astute evaluator. Remember that each point you bring out must edify and build – be helpful and profitable to the speaker and to the audience. If the speaker has not mastered certain main points, suggest that the appropriate speech lesson be reviewed, and the "complete speech" given again until those points are mastered.

## Intensity

**Purpose** This speech is designed to develop your ability to communicate strong feelings such as anger, indignation, determination and compassion. It stresses expressing these feelings, using logic and self-control, in a presentation that will command your audience's attention and move them to feel the same way you do about your subject.

This society conditions us to suppress inner feelings and convictions. If you are the kind of person who tends to hide your emotions, then this is the lesson where you can learn how to express those feelings in balance and effective focus. You will present a subject about which you have powerful, sincere, persuasive ideas. You will explode with irrepressible power and energy, using solid reasoning and proof to make your point.

But remember that this speech is not just a show or an act on your part. You can't "work up" anger or sorrow or shock or hatred about a subject. You must really feel it, or your insincerity will show and your credibility will be destroyed.

So you must choose a subject that, against your every attempt to forget it or ignore it, constantly weighs on your mind – and in this world you ought to see plenty of such subjects from which to choose.

**Preparation** The subject you choose will be of primary importance. Your ideas must be clear and tightly focused, and you must feel so strongly about the subject that you cannot help but do what Isaiah 58:1 says: "Cry aloud, spare not; lift up your voice like a trumpet."

For example, you may decide to speak on the evil of drug abuse. But don't just speak against drugs in general. Choose one facet of drug abuse that especially stirs your feelings – maybe "Drug Pushers in Schools." Be specific and basic. Get hold of the real issue and don't let go of it. Bare it to the audience and make them see how corrupt and evil it is with all the feeling in your innermost being. Remember, of course, to deal with actions and circumstances, not people and personalities.

Or you may decide to let your feelings show about some subject that overwhelms you with sorrow – the plight of children in underdeveloped countries would be an example. Ezekiel 9:4 tells us that God places a special mark on those who "sigh and cry over all the abominations that are done" in this world. Start out strongly and build to a crescendo about why the situation is contrary to God's instructions, why the situation must be changed. Don't be afraid to let go – but be sure at all times that you are using controlled power.

Perhaps you feel strongly about some positive action that must be taken – for instance, "We Must Protect Our Natural Resources." Come to close quarters with your subject and convince the audience that there is no other logical way to think about your subject than the course of action you are presenting. Use forceful language and a serious tone of voice, along with positive proof.

**Delivery** Forget about yourself when you get up to speak. Hone in on your subject and transfer to your audience the intense feelings inside you.

Use colorful, real-life illustrations as examples. One carefully chosen instance from a person's life can be more effective than a whole list of cold statistics. Make sure you present the absolute truth – don't just make up an example or take one out of context to make your point. Then nail the subject down with as many facts and statistics as you need to show the nature of the issue or problem.

If you read something during your speech – and a clipping from a newspaper or magazine can be effective – make the selection short and powerful. Beware of relying too much on written material. You must get your point across, most of all, by your energetic, well-prepared presentation, based on the inner feelings of your heart and mind. And you will want to make the most of eye contact – you can't do that if you read too much.

Voice control will be important, too. Speak firmly and, if necessary, loudly. Don't be sarcastic. Don't plead. Don't whine. Don't poke fun at tragic situations. Instead, speak with determination, control and obvious compassion and concern. Use your voice as a persuasive tool just as much as you use research material, speech organization and logical analysis.

**To the Evaluator** Stress the positive ways in which this speaker used power. Analyze the effect of the speech on the audience. Look for proof and controlled power, sincerity and deep, personal feelings. Concentrate intensely and show the speaker how to improve.

## Instruct

**Purpose** This speech must have all the ingredients of a complete speech – purpose, clarity, color, facts and action – with the accent on instruction and teaching.

Webster says *instruct* means "to impart knowledge, to teach, to inform, to furnish with direction." Educate, teach, describe, inculcate – but be sure to make it plain and simple, easy to understand.

Bring out detail in logically organized continuity. Give complete understanding to your audience of the subject you choose. Present your subject so clearly that your hearers will be able to instruct others in the same subject.

Some speakers go to great lengths to show off their intelligence. Some may use large, cumbersome words that hide the meaning and make you think they know more than they do. You must make every effort to make your point as plain in the mind of your listener as it is in your mind.

**Preparation** Choose a subject that will edify, profit and benefit the other club members. Be sure they can use the information you give them. Be practical. Prepare thoroughly. Have three or four main points, but be sure they all refer to the one main purpose you want to instill in your listeners.

Be basic. Assume your audience knows nothing about your subject. Don't just tell them the conclusion, but methodically and precisely explain each step that leads to your conclusion.

Repetition is the best form of emphasis. As you present each point, show its clear relationship to your main purpose. Never let the audience forget the theme and purpose of your message.

There are three main parts to a good instructive speech:

- 1) Tell them what you are going to tell them.
- 2) Tell them.
- 3) Then, tell them what you told them.

Choose illustrations, real-life examples or use a prop – a map, a diagram, a picture, an object – that will make your points simple to understand. Be sure these relate directly to the subject. Be sure they fit – that they do not distract or mislead.

*Make simplicity* your guide-word. Ask yourself concerning each point: Is this point necessary? Is it in the right order? Will everyone understand this? Is there a simpler way to say it? Is it plain?

**Delivery** Knowing that you have a subject that will be profitable and useful, speak with that conviction. Make no apology for being basic or taking up time with something your audience may already know – review never hurt anybody. Press your point home with relentless, simple logic. But be enthusiastic. Show your audience that your subject is important. Show them how they can use it.

**To the Evaluator** Instruct this speaker on how to overcome a speech weaknesses. Be sure you know the instructions that were given on how to give this speech. Did the speaker successfully follow these instructions? Make your comments useful.

## Inspire

**Purpose** Here is a real challenge for your ability to influence, exhort and benefit people by your speaking. This is more than just a "Stir to Action" type of speech. Now you need to enliven, animate, impel your audience. Stimulate and infuse into their minds a solid truth that lifts them with hope. Fill your listeners with the same zeal you feel – leave them in an uplifted, positive attitude.

**Preparation** To inspire others, you must be inspired yourself. When Elihu, moved by Job's suffering and by the vain attempts of others to relieve that suffering, finally spoke to Job, he was completely filled with his subject: "For I am full of things to say, and my mind urges me to speech. My mind is like wine bottled up, ready to burst out, like new

bottles. I must relieve myself by speaking, I must emit my answer" (Job 32:18-20, Moffatt).

Read this outstanding example through chapter 37. This passage is a fitting introduction to God's own words to Job – the only speech that finally inspired Job to recognize his sin and turn to God in repentance and hope.

Make prayer a major part of your preparation. Ask God to fulfill to you personally the promise He made in Psalm 81:10: "Open your mouth wide, and I will fill it." Ask Him to inspire you so you can inspire others.

Tell about overcoming – a story with a happy ending and a good moral. Convince the audience that they can share this goodness.

Extol God's creation and show our part in it. Show God's glory, mercy, love, power, faithfulness. The Bible is full of this. Speak of God's works and His miracles. Nothing could be more inspiring to God's people.

The thing that inspires us from day to day is the realization that we are in God's Kingdom, that we have been given eternal life, and it will get better for all eternity! This is the ultimate in happy endings, the glory that is not to be compared with the present sufferings – the glory that inspires us not only to endure but to welcome the trials that prepare us for it.

Hold out hope. Make it appealing, irresistible. Lift up the hearts and heads of your audience – make them see the worthwhile, the fine, the good, the true, the joyful, the pure, the attractive, the wholesome.

**Delivery** Launch into your subject with color and life, with a spark of knowing joy in your eye. Smile. Be more than friendly – exude enthusiasm and positivity.

Certainly you have forgotten yourself by now. Your only interest is to inspire others.

**To the Evaluator** Look for the good points, the present and potential growth of this speaker. Show him this positive side without whitewashing him. Inspire him to continue improving on these strong points. Offer as well, in a positive way, any needed encouragement to work on weak points.

## Impromptu

**Purpose** This speech offers a more real-life situation than any other. More than any other, this speech is designed to make you think on your feet. A person's true character is often displayed in the response given to the pressure of sudden necessity.

You will be called on many times to speak "off the cuff" in this club. These times may decide whether you are going to carry on as an effective speaker or stagnate where you are.

Actually, most of your speaking is impromptu. Impromptu means offhand, without preparation – and daily conversation is almost entirely spontaneous. Being able to speak impromptu on any given subject makes a good conversationalist. People who always have something interesting to say about every topic are a benefit to others and a welcome addition to any group.

This speech lesson is designed to teach you certain principles that will enable you always to be prepared. There is no limit to the number of times you can use this lesson. It is to be used in emergencies, when regularly assigned speakers are not present. You are also to use it enough times until you know you are competent to deliver thoughtful, purposeful, factual, colorful, well-organized and stirring comments on impromptu topics.

Perhaps this impromptu, more than any other speech, will show you how much you have learned and how far you have come in improving your speaking ability. You will probably be pleasantly surprised!

**Preparation** Your mind must always be open for new ideas, new topics, new subjects that you want to bring the other club members. Keep your mind active, thinking, questioning, investigating. Be speech-conscious. Snap up any subject that stirs your interest at the time it stirs your interest.

Always have paper and pencil handy so you can jot down ideas and bits of information from newspapers, magazines, radio and television broadcasts and daily conversation. Use the back of an envelope if nothing else is handy! When a particular subject strikes your imagination, gather more information. Put that information together in logical sequence in a speech outline.

Even if you never use a particular subject, the preparation will educate you to organize information in a logical way.

**Delivery** When your turn to deliver this impromptu speech comes, the toastmaster will introduce you and give you your topic – the title of your speech. You will know what you are going to talk on at the same time your audience does. This topic will have been chosen by the overall evaluator, the president or the toastmaster as a topic that suits your needs and talents.

Here are five basic patterns that will help you get the organization of the speech in mind as you walk to the lectern. One of these will probably be suitable as a framework for whatever topic you may be given:

1) Past, present, future: Your topic might be "Technology and Faith." You could begin speaking about the situation in the past, showing how technology has affected faith in the past. This would bring you naturally to a description of the present state of affairs, which would lead you to your conclusion – commenting on the possibilities of the future. Just by having the basic pattern of "past, present, future" in mind, you have instant organization. You know immediately where to begin, and you have an organized pattern to fit in the other thoughts that come to mind.

2) Physical and spiritual: Here you can use an analogy.

3) Point, reason, proof: The subject may be "Get More Sleep." Begin by making a strong and enthusiastic statement of the point. Go on to show three or four main reasons why the statement is true. Also add proof to each. Summarize your points for a conclusion.

4) Problem, cause, solution: A subject like "Why Juvenile Delinquency?" would be the type you would use this for. Begin with a description of the problem. Next, show the causes. Conclude with a solution.

5) Advantages, disadvantages: Each of these basic patterns sets your organization, gets you started at the right place and keeps you aimed toward a logical conclusion.

**To the Evaluator** Give your spontaneous reaction to the speaker's total speaking ability. Watch the gestures, vocabulary, enthusiasm, purpose, drive and effectiveness.

## Heart to Heart

**Purpose** You have been giving speeches before the members of your club for a year or more. They have seen you under many different circumstances. You know by now that they are all for you. You may have already served in one or more offices in the club.

Now is the time for you to tear down any remaining barriers that may still exist between you and the rest of the club. Be honest. Open your heart.

Speak on a subject so close to you that it will reveal your innermost feelings. Let the other club members know the real you. A Guest Night would not be a good time for this speech, because it must be without any inhibitions.

This is not a public listing of your sins, though it may be a good self-examination in front of others – letting them know what makes you tick. It is designed to bring you closer to your audience, to do away with pretense, to dissolve your self-centered worry and fear. Place your problems, fears, ambitions, goals – good and bad feelings – before your equals in Christ. Use your own experience as an example, not others'. Explain why you are the way you are – tell what you think about – what your deep, inner feelings about some heartfelt subject or about your own self are.

**Preparation** Compile your notes for this speech prayerfully, on your knees. Don't be too preoccupied about perfect organization or getting any particular choice point across. Drop concern about a climactic conclusion, forget gestures, disregard vocal variety and other speech factors and concentrate on utter sincerity – on a deep, vivid, open, candid talk. Directly ask God's help, and as points come to you, write them down. You probably won't need them when you give the speech if you prepare thoroughly.

**Delivery** Remember this is to be sober, straightforward, even blunt. Be sure you don't talk about someone else. If another personality must be brought into this speech, the person must remain anonymous. Don't give a "Heart to Heart" talk about your mate, relatives or friends. Take caution even in what you say about yourself. Maintain control. Don't say something you'll be sorry for later. Avoid any extreme – but be sure there is plenty of proper emotion.

Relax. Drop the barriers, the little falsities and self-centered nervous habits you've developed. Just talk. You may ask for 10 minutes for this speech.

**To the Evaluator** Be open, candid and sincere in your evaluation. Remember justice tempered with mercy. If the heart-to-heart speech has been effective, the speaker will be more vulnerable, receptive and open to your evaluation (Proverbs 17:10). Choose your comments with care and concern. Be heart to heart with your evaluation.

Note to the toastmaster: If there are several Lesson Twelve speeches in one evening, see the president about canceling one speaker so you won't run overtime.

## Here's How to Evaluate

The whole purpose of the evaluator is to help the speaker.

Talk directly to the person you are evaluating in an earnest appeal to help the speaker improve. Have personal interest – get this interest through prayer. Be sure this interest shows in sincerity and humility.

You usually know ahead of time that you are going to evaluate a particular speaker, so pray about the evaluation ahead of time, asking God to give you insight to see how you can, in love, best help the person improve.

### **Be Positive**

Be sure that you do not approach the evaluation negatively. Don't just tear the speech apart. Hold up a mirror that reflects the impression the speaker has made on you as a representative of the entire audience. Don't pick on little, trite, unimportant physical

points. Activate your mind using every mental effort to get to the core of the speaker's difficulty. Try to find one central point – the major thing that needs to be overcome. Describe the effect the speaker's problem has on the audience – why the problem is a problem. Get at the cause. For example, if the speaker lacks eye contact, try to determine why the eye contact is missing. It may be the result of fear. If you can see this, then you should encourage the individual to see and overcome this core of the problem, and not just harp on the lack of eye contact.

Think big. Think helpful.

### **Know the Answer**

Clearly define and propose an answer to the problem you see. Be specific – give concrete, practical advice. Sometimes it is easy to say what is wrong, but to explain how to overcome is difficult. It is best to have the solution, but if you do not, still present the problem, because someone else may be able to help – what you say may inspire a comment from the overall evaluator.

Giving a purposeful, helpful, interesting evaluation is one of the most challenging demands of the entire program. No one likes to admit to a weakness. It is your duty to help build the speaker's ability in this area by pointing out the errors that were made and convincing the person of the need to change.

Discovering the strong points of the speaker and pointing these out is equally important. Take into account the total personality of the individual. Consider the person's background and speech training, especially. You are going to be speaking about someone in front of an audience. Never humiliate – always help.

### **Prepare in Advance**

Your preparation for an evaluation should be far more extensive than just listening for six minutes to the speech. You need to be primed ahead of time and exerting super-concentration for the six minutes of the speech to find what will be most helpful to the speaker.

An old proverb says, "We see only what we are looking for!" Therefore it's highly important that you outline a number of things to look for before the actual delivery of the speech you're going to evaluate begins. Don't just hope you will notice something that you can talk about for two minutes to fill your evaluation time.

### **How to Prepare**

You can prepare for your evaluation by having a number of points written on a piece of paper ahead of time. Each speech that is given aims at performing a specific function outlined by a particular lesson in the manual. First, find out what speech goal your speaker has. Second, read the instructions the manual gives regarding this speech lesson as well as the directions to the evaluator given at the close of each lesson. Third, ask the speaker if there is anything you should watch for. Write the key word of these points down first. These notes will remind you what to look for, as well as organizing your delivery when you give the evaluation.

For instance, if your speaker were giving Lesson Five "Get the Facts," you would put that down at the top of your notes, with the following words on the left-hand side with room for comment after each: Pertinent? True facts? Proved? Organized, thoughtful presentation of the truth? Lively? Interesting?

Also note whether past speech lessons have been effectively applied in this speech. Be sure that the speaker giving Lesson Five has purpose, and that the purpose is brought out



with crystal clarity in an interesting and colorful manner – thus fulfilling Lessons Two, Three and Four as well as Lesson Five.

### **Evaluate Total Speech**

Put down the word *introduction*. As the speaker launches into the talk, choose a word or two that will describe the introduction. Did it arouse attention and interest? Was it too long, misleading and apologetic – or enthusiastic and striking?

Next, put down *specific purpose statement*. Was it purposeful and clear, giving a good idea of what the speaker was going to talk about, or was it misleading and inappropriate or perhaps missing entirely?

Put down the word *body*. Were the main points clearly defined, properly emphasized and logically developed, or vague and misapplied, lacking supporting material and authoritative, substantiating proof? If audio or visual aids were used, were they effectively employed or distracting? Was the transition from one point to the next clear and easy to follow, organized and logical, or was each point given as a disjointed segment of a disorganized whole?

Write down *conclusion*. Did the whole speech lead to a logical conclusion? Was there a summary of the main points, an appeal to action, a climax demanding action on the main purpose, or was the end left hanging as an unanswered question in the minds of the audience?

Did the speaker leave any questions that were posed in the introduction or specific purpose statement section unanswered or ineffectively answered? Did the speech just run out of steam because it lacked a planned conclusion?

Note the following aspects that cover the main portions of any speech. Your speaker's key problem may lie in one of these: Platform – eye contact – posture – gestures – movements – voice – grammar – effect on the audience – power – sincerity.

### **Organize Speech Evaluation**

After you have written a brief comment on any of these points you feel is necessary, you must organize your speech of evaluation. What you say must be as organized as any speech. But do not make this speech of evaluation a big show. This is not your big chance to impress the audience with how well you can evaluate. The accent must be on helping the speaker.

Fit your evaluation into this basic framework:

1. Encourage first, by bringing out the good points– what the speaker can capitalize on, grow and build on. Jesus, in His letters of evaluation and correction to the seven churches in the book of Revelation, gives encouragement first: "I know your works," before He brings out the correction. If you noticed good points and marked these after some of the key points you listed on the left-hand side of your evaluation paper, circle two or three of them and draw a line to the top of your paper with a big number 1, and make any added comments. Begin your evaluation with these comments.
2. Then bring out what is wrong. Here's where you need to specifically define the main weak point. Bring it out clearly, conscientiously, sincerely. Be personal and direct. Be sure not to have more than two or three points in this section of your evaluation, because giving too much to overcome all at once may discourage a speaker. Circle the key weak points that you noted and draw a line to a large

- number 2. Analyze these points and quickly get to the core of why they are a problem.
3. Give one concrete suggestion the speaker can use to overcome the difficulty. Circle this suggestion and draw a line to a large number 3. The more specific, the better. Perhaps refer to some section of the manual that should be reviewed or to another club member who has overcome the particular difficulty this speaker has. Be personal here, too, even using your own example if it applies.
4. Last, put a large number 4 on your paper with a word or two to inspire you to exhort, with real, intimate and direct zeal, this speaker to use your advice. Let the speaker know that you support the speaker, that everyone in the club is supportive, that you are all cheering for further success, and that you are confident that success is attainable with further effort.

The purpose of your evaluation is to help the speaker. You must make your suggestion crystal clear. Your main point must be inescapable. You must add color, and your speaker will even enjoy your evaluation. Get the facts. Don't just ramble and generalize. Have specific examples to back up your statements. Stir your speaker to action.

### **Delivery**

Stand up and address the toastmaster, the group and the individual you are going to evaluate. Be honest with the speaker. Bear down with your evaluation straight from the shoulder. Be open and sincere, with no sarcasm. Use real love to help the person. Caution: Do not make fun of the speaker. Ridicule is only a cover-up for your own ignorance or inattention. This extreme of making the speaker the butt of a few of your jokes will get a good audience reaction – it's easy to laugh at others' discomfort – but it is unchristian. However, don't be super-sober. Humor may be used, even good-natured kidding, where the audience and the speaker can enjoy it. But always remember that the purpose of this humor must be to help the speaker. It must obviously come from love – not to glorify your part of the program.

## **Use Evaluation Slips**

Evaluation slips can help you and other club members know what interests and moves people most effectively. How do you impress other members of the club? Can you stir others to action? Are you alive and alert? You need to know the answers to these questions.

Each club member's effectiveness depends on how well a speech can move and influence people. Much depends on being alert, alive and energetic. As a speaker, it is your duty to help your neighbor develop these qualities as you develop them yourself.

Perfect these attributes by using a very simple device the evaluation slip.

### **Evaluate the Total Program**

Your growth into an effective speaker depends on how much you can learn from every part of the club program. This is where using the evaluation slips comes in. Inattentive listeners merely mark the square of the best speaker, best evaluator, most improved speaker, etc., on impulse. They may make their choice the last speaker, or the speaker whose name they can best remember. Don't let this happen to you.

Use the evaluation slips. This will keep you alert during the entire program. You will learn to analyze the techniques that move people. At the end of the program, the speaker can look at the comments that all the club members have made and see how the speech influenced each person. You help yourself and the participants in spotting techniques of effective speaking.

### **The Business Session**

This is where you begin to analyze the total program for the evening. Be alert – remain alert. Ask yourself: "How does the president handle the business session? Is it smooth?" Analyze club needs and suggest ways and means of accomplishing them. Are you able to understand clearly each proposal? Why was each made? What will each accomplish? Jot down points of help for each participant on the evaluation slips. Make notes in your own notebook of what is really needed and bring it up during the next session.

### **Tabletopics**

Understand what subjects interest the club members. Why are some subjects thought-provoking, and others dull, trite and dry? Does the topicsmaster present the topics logically and clearly? What about the audience? Are the answers interesting? Do you enjoy listening to the responses? Do you want to make a response? Why are you interested?

Keep a list of captivating subjects in your notebook – you can use them some day when you present topics. Jot down comments of help for the tabletopics master and for those who responded.

### **Toastmaster**

How does the toastmaster handle the program? Is there a logical unity in the presentation? Is it sparkling and alive? Does the toastmaster introduce the speakers properly? Does the presentation make you want to hear each speaker?

Jot down hints of improvement for the toastmaster of the evening on the slip. Help the toastmaster see how the introductions affected the entire club. Make note of the effectiveness – and the reasons – in your notebook for future reference when you will be toastmaster.

### **Speaking Portion**

Search out the good points and attributes of speech delivery. Don't be duped and dazzled with vain oratory. Recognize a sincere, effective, sound message.

Don't overlook logic. Emotion is not enough. A speaker should move you with emotion – but convince you with reason, fact and logic.

Help each speaker be more effective. Write down points of aid on the evaluation slip. Make all the speakers aware of their strong and weak points.

### **Speech Evaluations**

Does each evaluator pinpoint the main problem of each speaker? Does the evaluator present criticism in a constructive, helpful, moving way? Was there any clear insight? Does each evaluator give proper encouragement?

Help each evaluator see how to improve in evaluating. Mark down points of help on the evaluation slip. Enter the principles of good technique and sound, penetrative analysis of speechmaking in your notebook.

Be alert. Use these slips. Daydreaming during the club is a waste of your time and a disservice to other members. Take notes on every portion of the meeting. This will help you recall good points you can use when you are handling those portions.

# **New Business Procedure**

The purpose of the business session is to allow the members to discuss items concerning the functions and activities of the club. These would include ideas for Guest Nights, occasional club outings, the financial needs of the club, dues and other topics that concern the club.

The business session should be formal, streamlined and useful. Often there will be no useful business to discuss at a meeting. In these instances the president should go on to table topics right after the reading of the minutes.

The business session offers an excellent opportunity to learn to express your opinions about the various items that will be brought up. Do not be a "sheep" in the business session. If a suggestion is brought up that you are opposed to, do not hesitate to give your viewpoint, even if the majority of the club seems in favor of adopting it.

Certain types of subjects are not appropriate for discussion in the business session.

Included in this category are projects concerning the needs of the church and the members – those are the responsibility of the local minister and leaders. It is also inappropriate to challenge the policies outlined in this manual, suggest changes in club format, suggest different awards or equipment, etc.

## **How to Introduce Business**

To bring up an item of new business in the business session, you should present the idea to the president before the meeting begins. He will decide, in consultation with the director, which items should be brought up, if any. During the business session, if your suggestion has been approved, the president will ask you to stand and present it to the club for their consideration. This procedure will result in a fast-moving, profitable session.

After you have followed this procedure and have been recognized from the chair, state your suggestion briefly but clearly, showing why you think it should be adopted by the club. The president will then call for discussion from the floor. After hearing both sides of the discussion, the president may call for a show of hands or a voice vote to determine the overall opinion of the club, and based on the principle of "multitude of counsel," the president will make a decision – tabling the motion, if necessary, for further input. The president will then clearly state the proposal and the decision so the secretary can enter it into the minutes.

## **Orderliness**

Every item of business should be settled at least temporarily before new subjects are introduced. An item may be postponed to allow further consideration or to await a report from a fact-finding committee. The secretary should record such items as having been "tabled." In no case should a committee be allowed to decide the issue. The committee leader should report the facts back to the club so the president, with the counsel of the club, can make the decision.

If action needs to be taken, the president will appoint individuals or committees to carry out the proposal. The president should see that the assignment is carried out effectively and punctually, with progress reports given to the club at subsequent meetings.

## **Final Approval**

In the final evaluation, the director will approve (or veto) the adopted proposals. The director will evaluate each topic of business in the following ways:

- 1) the appropriateness of the topic as club business
- 2) how the club handled it
- 3) final approval of the conclusion reached by the president, as appropriate.

All adopted proposals must be included in the minutes, and the secretary should give sufficient details on back of the minutes report to clarify the proposals.

## **Tabletopics**

The tabletopics session offers opportunity for every member of the club to stand and speak in a stimulating discussion of thought-provoking subjects. Each comment of the topics session is a short, complete, impromptu speech. Here is your chance to learn to think on your feet.

We are instructed in 1 Peter 3:15 to "Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have." Be alert and listen carefully as the topicsmaster begins to introduce a topic. As each question is asked, collect your thoughts quickly, and if you have a comment to give, raise your hand enthusiastically.

When the topicsmaster recognizes you, rise and address him, and if you have not previously done so that evening, address the members.

Avoid long, rambling comments. The best comments will average one minute or less in length. Make your comment clear and concise, and be sure to comment on the question asked by the topicsmaster, not another question on a related topic. Strive to volunteer so that the topicsmaster will be less likely to call on you when you have nothing to say.

To make a worthwhile contribution during tabletopics session, you need to be informed about world news. Read a newspaper or newsmagazine. Be able to back up your comments with evidence and clear logic. Remember that you will get out of the tabletopics session only as much as you put into it. The key is preparation and participation.

### **Topicsmaster**

When you are the topicsmaster, it is your responsibility to plan and present an interesting, worthwhile, balanced program. Among your topics should be at least one subject relating to a recent news item and another topic relating to the Bible or Christian living. The latter might be a question involving a seeming contradiction in the Bible, a difficult scripture to explain or a question involving a principle of Christian living. (Be sure that you have an adequate answer yourself.)

Besides one of each of these two types of topics, you should include other useful topics – and at times a lighter one can spark up the session. Avoid "picky" questions that have only one, obscure answer.

It is best to prepare more topics than you think you will actually use so you will not be caught short. Your director may want to check your topics before the meeting, and it would be helpful to have extra ones in case the director recommends that you not use one or two of them.

Continuity and good flow is important. Plan the session so that the topics will be presented in a logical order, but it will sometimes be necessary to say, "Now to go on to

another topic...." If the response is not good for a particular topic, do not drag it out. Go on to the next.

The comments will be better and the session will be more interesting if you recognize volunteers as much as possible, but you may have to call on reticent members who need encouragement to participate. Endeavor to get everyone to stand at least once during tabletopics. You should rarely, if ever, call on a member to comment for the second time before everyone has had an opportunity to comment at least once.

In introducing a topic, set the stage for the question so the club can anticipate the question for a few seconds and begin to prepare a response. Generally you should avoid asking a question without any introduction, even though this would be all right for certain types of topics. Be careful, however, that you do not monopolize the floor with a lengthy speech as you introduce the topics. Your job as topicsmaster is to help each member respond with a good comment without focusing attention on yourself.

The success of the session will depend not only on the quality of the topics you present, but also to a great degree on the way you present them and the personality you exhibit in your presentation.

Set the example for the club in enthusiasm. Be alert, lively and interested in their comments. When a comment is particularly insightful, lead the club in applause. Keep an upbeat attitude. Remember that you, as topicsmaster, are responsible for the success of this session. If you will accept the challenge this assignment offers and put yourself into it wholeheartedly, you will gain valuable experience, and the whole club will profit.

## **Be a Successful Toastmaster**

Your responsibility is to get the speakers off to the best start possible. You must be a genial host, weaving the speaker's subjects together into a program to be remembered. Give thought to comments that will make a congruous whole out of the separate speeches.

Create an atmosphere of eager interest and anticipation in the program and the speakers you have prepared. The success or failure of this important portion of the meeting is in your hands.

### **Preparation**

The shortest way to spell responsibility is *w-o-r-k*. Plan the your program. Contact each speaker and evaluator well ahead of time. Urge them. Encourage them. Help them. It is your responsibility to see that the formal speech session is in readiness when the meeting begins. This will exercise your leadership skills. It's easy to do things for yourself, but to get others to perform takes hard work and determination, sparkling drive and ability.

Don't wait until the last minute to get down each of the speaker's names and speech titles, or you will be the father of a flop.

Go to work as soon as you get your assignment. Find out each speaker's and evaluator's name: how to spell it and pronounce it correctly, perhaps the derivation of it as a point of interest. Then check into the general background of the speakers: where they came from, what their jobs are, an outstanding past experience, any point of interest that could be woven into an introduction. Next, find out what lesson in the speech manual the speaker is going to work on and the subject the speaker has chosen. Demand a title. If a title has not already been chosen, help the speaker choose a fitting one.

Armed with this information, you will be able to organize the order in which the speeches should be presented. Jot down a few appropriate thoughts to give the program continuity

– perhaps a joke or two to spark things up. (Exercise caution here and try to introduce any joke you have as naturally and unsuspectingly as possible.) Now you are ready to confidently fulfill the toastmastership.

### **Presentation**

Acknowledge the president's introduction. Make a general comment or two to spark the members' interest in the speeches to come.

With an alert, expectant tone of interest in your voice, smile warmly to the audience and speaker. Gesture toward the speaker as you give the title of the speech and the speaker's name, clearly, distinctly and correctly. Focus all audience attention on the speaker. After the speaker acknowledges you, sit down quietly, with a minimum of motion and noise so as not to detract. Don't do anything that would steal the spotlight from the speaker.

If the person has not given a speech to the club before, you will *introduce* the speaker, otherwise you *present* the speaker.

Be brief. If you have fully prepared it will be easy. Ten to 30 seconds will usually be enough for the actual presentation – never over a minute.

Avoid stale, worn-out phrases. Don't use, "It is indeed a pleasure...someone who needs no introduction ... we are gathered here tonight...." Be different. Use variety. You can explain some interesting point of the person's background that qualifies the speaker to speak on this particular subject.

Don't embarrass or make fun of the speaker. Be complimentary in a sincere way, presenting the speaker in the best light possible without flowery exaggeration – but be brief. The trick is to make the audience want to hear this speech. Don't forget to mention what speech lesson or goal the person is working toward.

When the speaker finishes, lead the applause and make some brief comment of appreciation. Don't summarize the speech – just comment briefly to pick up the flow of the whole program.

Do not evaluate the speakers. Instead, quickly get into the brief introduction of the evaluator.

At the end of the program, thank the audience for their attention and return control of the meeting to the president.

## **Here's How to Use Language**

Your big job as a speaker is to tell somebody something. Present your meaning clearly and exactly enough that the listener clearly understands the message you intended.

All language is symbolic. An audience does not hear meaning. They hear only symbols – words, phrases and sentences. These stand for the meaning that you had in mind. The listener must try to discern the point, message or information by the words you use.

When your audience misunderstands the meaning of the sounds you use – words, phrases and sentences – your message has not gotten through to them.

The task is not merely to get words out of your mouth – but ideas into the listeners' minds.

### **Move From Idea to Idea**

Let nothing divert your thought. Keep out extraneous material. Keep your story moving. Move on a straight verbal line, the shortest distance between your mind and the listener's mind.

When a speech moves in a straight line, each idea leads to the next idea. Each idea will be understood clearly. Preserve an expected sequence and relationship between ideas. Let

the audience know how the ideas relate to one another. Otherwise, your audience will often be running in the wrong direction. They will have to back up again and try to catch on to your next thought. Exhausted and disappointed, they are likely to give up the effort. Straight-line follow-through (from idea to idea) is more effective than here-to-there-to-here-again wandering from the route laid out in the specific purpose statement you defined at the start of your speech.

### **Stop Off Your Subject**

Some speakers, when preparing their speeches, think deeply about a subject, then write down a conclusion. They research, study and think deeply – and then add another conclusion. Then, in their speech, they race from conclusion to conclusion and leave out the steps they went through to arrive at their conclusions. As a result, their audiences are lost.

Learn to lead your audience through the same steps you went through to get to your conclusions. Give them the facts as well as the conclusions you yourself reached.

### **Know Your Subject**

Speaking is thinking. Get your specific audience clearly in mind. Decide the main idea or ideas you want to leave in their minds. Know to whom you are speaking. Know what would be good for them to know. Then think your subject through. Know all about your subject. Too often, speaking begins before thinking does.

If you can't be plain, you probably don't know the subject well enough yourself. Anyone who really knows a subject can make it clear.

Approach the subject from the audience's point of view. Begin with their level of thinking, with their level of understanding.

Use simple, direct, expressive and effective language within the hearing-vocabulary range of the average listener. The purpose of words is not to show off your oratory, but to convey a message and to convey it effectively.

### **Be Convicted**

Don't say anything that you don't believe. Be sincere, earnest, filled with conviction. Be sure of what you are saying, and then say it with authority and conviction.

Know the needs of your audience. Be truthful, honest and an expert adviser to your audience.

### **Use the Familiar**

Jesus Christ used familiar terms to present unfamiliar ideas. He said: "I am the gate; whoever enters through me will be saved.... Whoever does not enter the sheep pen by the gate, but climbs in by some other way, is a thief and a robber" (John 10:9, 1). Christ took a spiritual principle – that no one can have salvation except through Him, and He cast it in bronze. He made the abstract concrete. He used the terms *gate* and *sheepfold*. We understand what those things signify.

Use objects and situations within your audience's experience and understanding. Make your ideas live. Put them in solid, earthy clothing.

When you speak you are using tools – the building blocks of language – letters, words, phrases and sentences. Use them wisely, discreetly, correctly, clearly and with conviction.

## **Increase Your Word Power**

Are you always wrestling with the problem of how to say something? Most of us have some trouble at times. Some ideas are difficult to put into words – to describe the aroma



of coffee, for example – but often our problem is simply the lack of a precise and powerful vocabulary – words at our fingertips – to express the ideas that we have. Building a vocabulary is not easy. But it is the only way to succeed in expressing yourself. There is a way to acquire a more effective vocabulary. It requires no money and is priceless. The only price is your application of five laws of vocabulary building.

### **Be Word-Conscious**

The habit of building your vocabulary comes after a conscious desire to improve it. Squeeze every ounce of learning from the tons of waking time. Become an eternal question box. When you read, ask yourself, "What new word, what better expression can I learn now, that I can use later?"

Make vocabulary building fascinating, captivating and rewarding. Read about the history of words. Give words life and personality. Carry a list of words with you to memorize during spare moments.

### **Read Widely**

Expand your reading horizons. Subscribe to a newsmagazine. Peruse *Reader's Digest*. Browse through a scientific magazine. Occasionally take time to read about such subjects as economics, world affairs, medicine, geology, carpentry, architecture, art, farming or ranching. This will depend on your interest and time.

As you read, cultivate the habit of spotting new words. Words you never knew existed will stand out like an elephant at a fashion show. Guess the meanings of new words based on their context in the book before you look them up.

Strive to build a richer vocabulary, and your life will be greatly enriched. Remember, you may have a million-dollar idea – but penny-powered words may not convince anyone.

### **Get the Dictionary Habit**

Buy yourself a good dictionary. Then look up new words you come upon at the time you come upon them.

Follow this procedure in looking up a new word. Take the word "precocious" as an example:

Pre-co'cious (-shus), *adj.* [L. *praecox*, -ocis, fr. *praecoquere* to cook or ripen beforehand, fr. *prae-* + *coquere* to cook.] 1. Exceptionally early in development, esp. mentally; forward; chiefly of children. 2. Of, pert. to, or suggesting precocity. – pre-co'cious-ly, *adv.* – pre-co'cious-ness, pre-coc'i-ty (-kos'i-ti), *n.*

First, check the proper pronunciation. Practice until it is sunshine clear. The part in parenthesis (-shus) for preco (shus) gives the phonetic equivalent.

Second, the dictionary places the original derivation of the word in brackets: (prae + coquere = to cook before). Here you find the prefixes, suffixes and roots.

Third, learn the definition of the word. Precocious means "having early mental development."

Finally, use the new word in a sentence: "James, a precocious individual, learned to speak Hebrew at age 5."

### **Use the Word**

Practice your new words or you will lose them. After you take in these new words, you must give them out in conversation, writing and speaking.

Use new words you are learning. Force yourself to use the new words appropriately during the week and in club meetings.

### **Set a Goal for Yourself**

Set a goal of learning new words. Force yourself to use these words in conversations at home and at work.

Increase your verb vocabulary. Verbs are the powerhouses of language – they make your speech flow. Notice this change in verbs. Weak: The car went over the curb and came at him. Now with power-packed verbs: The car hurdled the curb and roared toward him. A powerful verb rockets your speech to life.

Acquire nouns and adjectives that are picturesque and colorful. Root out generalities such as: *great, nice, fine* and *big*. Demand a clear verbal photograph.

But remember: A huge, ponderous vocabulary is not what you want. Don't build a vocabulary as an end in itself. Practice using common, easily understandable, but powerful and picturesque and effective words – words you can use and words that others will understand.

## **Tongue Twisters**

Powerful and persuasive voices require precise articulation.

Learn to articulate properly. It is simple and interesting. Tongue twisters are excellent for sharpening enunciation. They make your lips, jaw and tongue exercise and increase your ability to articulate.

Practice these continually. Concentrate on your particular articulation problems.

### **Tongue Twisters for B, P, M and W**

These consonants demand active lips. Say "Boom." Explode that b. Bring those lips down hard, quickly and sharply for *B, P, M*. For the *W*, pucker the lips.

For *B*: A big black bug bit a big black bear, made a big black bear bleed.

For *P*: Peter Piper picked a peck of pickled peppers. If Peter Piper picked a peck of pickled peppers, where is the peck of pickled peppers Peter Piper picked?

For *M*: Military malarkey makes monstrous madmen into maligned martyrs.

For *W*: If a woodchuck would chuck wood, how much wood would a woodchuck chuck, if a woodchuck would chuck wood?

### ***Th* (thing) and *TH* (thou)**

Touch the tip of the tongue to the rim of the upper teeth. The tongue tip should protrude ever so slightly.

For *Th*: Theophilus Thistle, the thistle sifter, sifted a sieve of unsifted thistles. If Theophilus the thistle sifter sifted a sieve of unsifted thistles, where is the sieve of sifted thistles Theophilus the thistle sifter sifted?

For *TH*: What dost thou think of those that go thither?

### ***S, Z and WH***

These sounds require tenuous coordination. To pronounce *S* you raise your tongue, groove it and arch it toward the hard palate. Force the breath through the narrow fissure. The same for the *Z* – except it is vocalized.

For *Sh* and *Zh* the fissure is broader. For *Wh* purse the lips as you blow the breath through the extended fissure.

For *S*: The sixth sick sheik's sheep's sick.

Suzy Schell sells sea shells on the seashore.

For *Z*: Moses supposes his toeses are roses, but Moses supposes amiss. For Moses knowses his toeses aren't roses as Moses supposes.

For *WH*: What whim led Whitey White to whittle near a wharf where a whale might wheel and whirl?

### ***T, D, N, L and R***

A lazy tongue will get you in trouble with these twisters. The first four of these consonants are made alike. Your tongue should snap as a whip. The tip of your tongue should sharply touch the hard palate just above the upper teeth.

On the *R*, the tongue arches itself along the roof of the mouth without touching it.

For *T*: Thomas Tattertoot took taut twine to tie ten twigs to two tall trees.

For *D*: Double-bubble gum bubbles double. Dud double-bubble gum doesn't bubble double.

For *N*: A snifter of snuff is enough snuff for a sniff for the snuff-sniffer.

For *L*: Likable Lillian loves lovely luminous aluminum linoleum.

For *R*: Around the rugged rock the ragged rascal ran.

### ***F and V***

Both *F* and *V* are formed by pressing the upper teeth lightly on the lower inside lip. Say the word *fife*. This is an example.

*F* is unvocalized and the breath is merely allowed to escape. But *V* is vocalized.

For *F*: I never felt felt feel flat like that felt felt.

For *V*: Vern Verve is well versed in very wordy verb verse.

### ***H, K, NG, SK and Q***

*H* is simply made by expiring through the mouth.

*K* requires the extreme back of the tongue to touch the soft palate. The breath is then released very sharply. *G* is the vocalized form of this sound.

When sounding *NG* (sing), again arch the tongue, but force the voice through the nasal passage.

For *H*: Harry Hugh hid the heel behind the high hill. If Harry Hugh hid the heel behind the high hill, where is the heel Harry Hugh hid?

For *K*: Cass Cash can catch a check casher to cash his uncashed check.

For *NG*: The ringing, swinging, singing singers sang winning songs.

For *SK*: Ask an Alaskan skier to ski askew his skis.

For *Q*: Quigley Quagmire requested sequentially created quite quick quality crackers.