

# **LOGAN CHURCH**

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## **ADVANCE SPEECH CLUB MANUAL**

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# Advance Speech Club

## Overview

### Preparation

**Identify** and become familiar with the purpose, process and benefits of Speech Club.

**Understand** the structure and content of the Speech Lessons.

**Discuss** timeframes, outcomes, participants and any preparatory activities to take place.

**Agree** on suitable method of schedule and delivery.



**Read**

### Guiding Principles

The following "Laws of Learning" are an extract from "How to Teach Adults in a Fun and Exciting Way" (Malouf, 1994) and form the basis for the success of this Advanced Speech Club.

Learners must feel a need to learn

Plan a learning experience that makes success a certainty

Learners must set their own learning goals

Learners must participate actively in the learning process

Learning must build on, and use, the learner's experience

Learners must see their learning has been successful

### Purpose

The purpose of the Advance Speech Club is to provide opportunities for young men and women to further enhance and hone their current speaking skill within a formal structure. To be able to share life's experience with other Club members. Emphasis will be on developing Christian Leadership skills which can be utilised in all aspect of their Christian walk. The overall structure will model that of the "Graduate Club Manual" with strong recognition of the current training techniques. The intent of the Club is to have fun with "real time" pressure.

# Standard Program

Time limit of one and half hours duration immediately after services.

To be held last Sabbath of each month.

## Format

Skills Training - 30 Minutes  
(Various Church members may be called upon to present the "Skills Training". This has a twofold purpose. Creates a synergy between the Club members and those presenting; and hones the skills of the presenters).

Speeches - 20 Minutes

Open ended discussion and critique of speeches given - 40 Minutes

Speech content to be modelled after "Graduate Club" speech assignments No.'s 1, 2, 3, 5, 9, 11 and 10.

Club will dispense with office bearers. Instead will be conducted as a workshop.

Time limit per speech is 10 Minutes. Speeches will be timed. Speakers will not however, be "buzzed" down.

Facilitator to have full discretionary power.

# One-Point Speech

## Lesson 1

### **Purpose**

Whenever we communicate with people - whether in a speech, a letter, a meeting, a memo or at a Church activity - we run the risk of being misunderstood.

Giving this speech will help you master one of the most neglected principles of clear communication: Have one main point and say it clearly.

When you master this principle, people won't have to guess what you were really trying to say. Mastery of this principle will also keep you from wavering back and forth on a topic, a trait GOD wants us to eliminate from our personalities and our thinking as well.

"But let him ask in faith, with no doubting, for he who doubts is like a wave of the sea driven and tossed by the wind...he is a double-minded man, unstable in all his ways" (James 1:6, 8).

### **Preparation**

There is no room for digression in this speech. There is no time for rambling detours. When you finish this speech, your audience must have no doubt about what your main point was. No matter how juicy an anecdote or fact is, take it out of your speech if it doesn't relate directly and specifically to your point.

It is much more challenging to tighten your focus like this than to take a broad, fuzzy look at a topic. But it is also much more effective. Your audience won't walk away wondering just what it was you were *really* trying to say.

The problem usually begins with the topic a speaker chooses for a speech. Many speakers choose a broad topic and leave it at that - something like Asia, world history or the universe. The problem with these topics is their immense size. It would be difficult to cover them in 10 years, let alone 10 minutes.

From these broad topics, you must narrow your focus to one specific topic - like the Feast of Tabernacles in an Asian site, how to spark an interest in world history in your children or the search for the 10th planet of the solar system.

This process is much like going on a journey. When you leave your home, all the

roads around you are possibilities, as are all the places they lead to. Soon, though, you choose one road and follow it. You have eliminated all destinations except the ones that lie down this particular road. As you go farther down this road, turning off onto other roads, you eliminate more and more destinations. Eventually you reach the place you were headed.

Imagine the chaos if you tried to take more than one road at a time! So choose one road and save the others for another day.

When preparing a speech, this narrowing process is done through research. When you start out, you will have one general point of departure. When you begin your research, the possibilities expand dramatically, providing many more avenues than you could possibly pursue. Next you must get rid of approaches that are impractical to pursue, boring or useless to your audience. As you eliminate more and more approaches, you narrow your focus until finally you have your one point.

### **Delivery**

You must let your audience know where you are going from the very beginning of your speech. Every word, every sub-point, every gesture and every vocal inflection should be a solid step in the direction of your one main point. If any part of your speech, no matter how tiny, does not take you closer to that point, drop it without delay.

Your final product will be a model of communication. Your one main point will stand out clear, distinct and unburdened by verbal clutter.

When you finish, you will have accomplished something that many of this world's professional communicators find difficult to do. You will have clearly gotten one main point across to your audience.

### **When Evaluating**

Did the speaker make his/her one point absolutely clear? Did he/she digress from that one point? Did each and every fact, word, gesture and vocal inflection lead unswervingly toward that one point? At the same time, did the speaker hold the interest of his audience and did he/she give his/her audience something of value? Was what he/she said worth saying, and did he/she say it well?

# Persuade

## Lesson 2

### Delivery

#### Purpose

Romans 4: 21 says Abraham, the father of the faithful, pleased GOD because Abraham was “fully *persuaded* that, what he [GOD] had promised, he was able also to perform” (Authorised Version). Hebrews 11: 13 tells us the great people of GOD “died in faith, not having received the promises, but having seen them afar off, and were *persuaded* of them, and embraced them, and confessed that they were strangers and pilgrims on the earth” (AV).

Clearly, great men and women of the Bible were *persuaded* of the truths of GOD. But how persuaded are you about your beliefs? And how well can you persuade others to accept and support those beliefs?

Persuasive speaking is not a matter of taking someone into something against his or her will. It is not a hard-sell job from a high-pressure salesman. It is a complex art of mixing facts, logic, psychology and emotion to move an audience to change an idea or concept about a particular subject, or to take some specific action. In this lesson you will learn how to do just this.

#### Preparation

This speech is unlike the one-point speech (Lesson One) in that you may make several points about the idea or course of action of which you want to convince your listeners. But just as in the one-point speech, the persuade speech must have one clear theme, or a specific purpose. *In other words, you must know exactly what you want your audience to believe or do, and they must get that exact message and be moved to believe or do it!*

Don't choose an easy-to-agree-with subject such as “We Should Love People.” And don't choose a subject for which you can easily quote a bible scripture to silence all disagreement, such as “Adultery Is a Sin.” Rather, pick a subject about which there is controversy. Examine an issue about which there are two or more schools of thought, each of which has its merits and weaknesses. Choose a theme or purpose about which you feel strongly, and use all the tools of argumentation and persuasion to move your audience to agree with you.

You need to know your subject inside and out. You need to understand not only all the points that seem to prove your side of the issue, but all the potential objections that may disprove it. You must be able to dispel all opposition the members of your audience may feel to what you are trying to get them to believe or do. You must persuade them!

Approach the lectern confidently. Show enthusiasm and determination. Establish immediate audience contact. In most cases, this is not the time for a joke or small talk. Get to the business at hand.

Use an effective introduction to immediately grab your audience's attention. Then state your purpose clearly: “We need to [whatever you are trying to persuade them to believe or do], and I'm going to show you why.” Think out your points and present them in a logical order.

Illustrate your points with examples. This is called “visualisation.” This is where you show the need to think or do what you are saying. First, list every negative result that will be caused if the audience does not follow what your speech says. Then show, point by point, every positive result that will come from believing or doing what you say. Be thorough. Tie your points in with the personal interests of your listeners.

Try to anticipate and answer all possible objections. This is the real heart of the persuade speech. Now that the audience can see the importance of the subject, don't let anyone say, “Sure it's important, but what you're asking is impossible in my case.” Don't leave anyone out. In this speech, you will be evaluated most critically on how well you have answered all possible objections!

Here's another important point. Remember that the art of persuasion involves more than sound reasoning and argumentation. It also involves moving the emotions of the hearers to sympathy with your position. Therefore appeal to your audience's feelings when appropriate.

Everything you say in your speech should build to a strong conclusion. Make a final, positive appeal. The speech should have left no stone unturned. You should have taken your listeners down a one-way corridor from which the only way out is to agree with you and do exactly what you say. Pour on the persuasive power!

And when you have finished, leave the lectern confidently - don't slink away. Stride back to your seat. Everything about your manner, down to the look on your face, should show that you are sure you have persuaded your entire audience to think or do what you have said.

#### When Evaluating

Listen for the exact idea or course of action the speaker wants to present. Is his/her specific purpose clear? What were the strong points of his/her argument? What were the weak points? Did the presentation really move you? Most importantly, did the speaker answer all possible objections to his/her thesis, or are there holes in his/her argument? Are you persuaded to think or do what he/she said?

# Difficult Scripture

## Lesson 3

### **Purpose**

Could you clearly and plainly explain the meaning of GOD's Word to someone who asked you? This responsibility will confront you occasionally in this life.

Gaining a thorough understanding of GOD's Word is the first step toward being able to teach. With this speech, you will gain experience in clearly explaining that Word to others.

In this speech, you will be giving a difficult scripture sermonette. Your goal here is to clearly and completely explain a scripture of your choosing that many people have misunderstood for one reason or another.

### **Preparation**

Your choice of difficult scripture is important. It must be one that you can *clearly and completely* explain in only 10 minutes. It should be one that has been explained to you before either in services or in the Church's literature.

Once you have found the scripture you want to work with, make sure that the scripture you have chosen is relevant and profitable.

Ask GOD to guide you in the choice of this scripture and for His inspiration in the preparation and presentation of your speech. Remember, you are claiming to speak for Him when you expound His Word. Be sure your really are.

Be thoroughly familiar with the ways the scripture is misinterpreted and the major counter arguments people may give to your explanation of the scripture. There are three main ways of showing the true meaning of a scripture. First, you could show how that scripture fits in with the Bible as a whole, comparing it to other general principles discussed in other parts of the Bible. Second, you can compare it to other scriptures that deal specifically with the same topic and shed light on the meaning of your difficult scripture. Finally, you can examine the scripture in its immediate context, showing what is really being said by what's being said around it.

Choose *one* of these approaches. Don't try to use all three. Try to keep the number of scriptures you quote to a minimum. The more you jump around in the Bible, the more you will

lose your audience. You may find that using other translations may help clear up a poor or outdated translation in the King James Version.

### **Delivery**

Your introduction must vividly set the stage. It must get the audience's attention and challenge them so that they, too, want to thoroughly understand the meaning of this scripture.

Anecdotes, startling facts or figures, thought-provoking questions or even a challenge to the audience are all good ways of evoking immediate interest.

You will, at some point fairly early in the speech, need to read the entire scripture in question. If you are discussing two seemingly contradictory scriptures, you will need to read both of them. You will also need to give a clear explanation of how the scripture is generally misunderstood.

Next you must show the inescapable true meaning of this scripture. Your explanation should put to rest mistaken interpretations of the scripture.

Be direct, clear and concise in your presentation. Boil your explanation down to its simplest aspect.

Warmth and friendliness are valuable tools in this speech. Be on the watch for cockiness and a self-righteous tone in your speech. They will undermine your credibility and possibly reflect poorly on GOD's Word.

### **When Evaluating**

The most important thing this speaker should have done was clearly, concisely and truthfully explain a portion of GOD's Word. Did he/she accurately state the meaning of the scripture? Did he/she answer all possible objections? Did he/she present his/her speech in a way that was easy to follow and that brought the meaning out for all to understand?

If he/she in some way dealt with a doctrine of another religion, did he/she fully understand that doctrine before attempting to disprove it? Did he/she choose a subject that gave a deeper understanding of GOD's Word to the audience?

# Human Interest

## Lesson 4

### **Purpose**

People are interested in other people. This is the starting point for all truly effective, moving and memorable speaking. Joy and sorrow, despair and triumph, pain and laughter - they are emotions that add colour to the stories of our lives and bring those stories to life for others. Your challenge with this speech is to recreate those emotions and use them to touch your listeners not just in their minds, but in their hearts. You need to make them *feel* your speech, not just hear it.

### **Preparation**

You will know you have created human interest when you see your audience completely drawn into your speech, waiting eagerly for every word. You can create this kind of human interest in your speech several ways.

Tell them about people - great and small - who have achieved something, triumphed over something at great odds or done something out of the ordinary.

You can also build human interest into your speech by involving your audience's emotions in the speech. If your story is a triumphant one, make your audience feel triumphant. If it is bittersweet, make them feel that bitter sweetness. Touch their hearts!

Gripping stories create human interest. If you tell them right, your listeners will actually help you give your speech by adding to your words with their own imaginations. They will shiver in the cold as the explorers approach the summit. They will see the storm ravaging the sailors. They will feel the warm love of a grandmother for her grandchild.

Finding stories like these can be a real challenge sometimes. You may want to begin a file of interesting, thought-provoking stories a couple of months before giving this speech. Even after you've given it, keep it updated. These kinds of stories are useful in so many other speeches. (One thing to be careful of when using stories from the media: If the story was published in a widely read source, like *readers' Digest*, some of the members of your club may have already heard it.) If you choose a gripping story, be sure to practice your delivery beforehand. You may even want to plan out the specific wording of certain parts of the speech.

People are also interested in themselves and things that affect their lives. You can capitalise on this by relating your topic directly

and personally to the daily lives of your listeners.

Remember, too, that your speech must be of value. It should do more than just entertain. If you choose to use a story in your speech, it should lead cleanly and smoothly to your purpose. You may be forcing your story into the speech if you have to shift gears at the end of your story and go into a lengthy, complex explanation of how it relates to your main point.

Humour, too, can generate a lot of human interest. It is a powerful way to involve your listeners directly and wholeheartedly in what you are saying. But beware: It can also turn on you. Inappropriate humour can destroy your speech. So be careful how you use this particular tool, but by all means do learn how to properly and effectively use it.

As you can see, the topic you choose is of great importance in the ultimate success or failure of this speech.

### **Delivery**

Reflect the emotions you want to evoke in your audience. A colourful, lively delivery full of warmth, drama and humour will touch the hearts of your audience. It will make them feel the way you feel about your subject. You must be moved yourself to move your audience in this way.

Go beyond the mere mechanics of giving a speech this time - really *put your heart into it*. You can't fake this speech. It must come from within you. With this speech, you will be sharing from within yourself.

### **When Evaluating**

Look for genuine sincerity and warmth in the speaker. Was he/she able to transmit this to the audience? Did he/she feel as deeply about his/her subject as he/she wanted his/her audience to?

How about the audience - were they enveloped in his/her speech, feeling and seeing the things the speaker was talking about? Oftentimes with a human interest speech, it is easy to get wrapped up in listening to the speech and neglect to give the speaker any solid points to improve on. Try not to let this happen in your club. Don't be so overly concerned with looking for points of improvement that you diminish your enjoyment of the speech. But at the same time, try not to deprive the speaker of a chance to grow.

Did the speech have a clear, useful purpose? And was it seamlessly woven into the fabric of the speech? Was this speech truly *interesting*?

# Book Review

## Lesson 5

### **Purpose**

Ideas are tools. Staying in touch with challenging ideas expands you and give you new ways of solving old problems. Reading offers a deeper understanding of the world around you, of how things work, of the reasons people believe and act as they do. But in our video-oriented society, we often find ourselves spending less and less time with books. This speech is your chance to spend time with a good book and then share what you've read with the rest of the club. Just looking at the words, though, is not enough. Thoughtfully analyse what is being said by the words. Evaluate all the arguments in favour of and against a particular idea and then choose the best course of action.

In this speech, you will read and analyse an *important* book of lasting value to you and the club. You will present the club with your reasoned, thoughtful evaluation of the book, in the light of God's Word and your own experience.

### **Preparation**

You will be strongest in your speech if you do one thing: Know the book inside and out. Don't think you can get away with merely skimming the book. You will not only be cheating your audience - you will also be cheating yourself. Give yourself plenty of time to read and review the book. Don't wait until the week before your speech to select your book. It would be wise to select your book a couple of months before you know you will be giving your speech.

Where do you find a good book? Probably your best source is the public library. Here you can find books on nearly any subject. Another source, especially good for recent books, is bookstores. You may also want to check with friends, family as possible sources, but remember to return any books you borrow!

One of the first requirements for selecting your book is that the book is interesting to you. If it is not, you will have difficulty in making it interesting to the club.

The book should also be of significant value or have had a significant impact on society. It could be nearly any topic - history, biography, religion or science - the choice is wide open.

You don't necessarily have to choose a book that you agree with. You may find it profitable for everyone to choose a book you disagree with and show why the author's conclusions are wrong.

If you do so, though, make sure your reasoning is solid and based on a complete

understanding of what the author has to say.

Choose a book that will make your audience think. This will make the speech as exciting for your audience as it is for you. Be sure to analyse the book in the light of God's Word.

If you have any questions about the suitability of a book for use in club, check with your club facilitator. Most of the books presented in this speech will be non-fiction. You may, use a fiction book. Some fiction impacts society, provides insight on human nature and brings history to life in a way that non-fiction cannot. In these ways, fiction can be of value to you and the club.

### **Delivery**

This is not a book report or a chapter by chapter rundown of what the author says. Somewhere near the beginning of your speech, you should briefly state what the book is about, but by and large this speech is your *analysis* of the information in the book.

It is a good idea to show the book so your audience knows what it looks like, but it is probably a bad idea to use pictures in the book as props. Your audience probably won't be able to see them.

Whenever you make a major point about the book, be sure to back it up with a quote or example from the book. Practice the quote before you give the speech. Stressing vocal variety to highlight different ideas within the quote can make it much more interesting to your audience than just a straight reading.

Do not forget to have a clear specific purpose statement that is logically and powerfully backed up by everything you say. If you don't especially when analysing an entire book, you may find yourself rambling along, heading nowhere in particular. You should be heading toward a good, solid conclusion.

### **When Evaluating**

Did the speaker hold the club's attention? Was the book he/she chose of importance to the club? Did he/she clearly let you know how he/she felt about the author's conclusions?

Did he/she make it clear to the club what the book was about and what the author's general purpose was without compromising his/her analysis of the book? Was his/her analysis clear, to the point, logical and, above all, in harmony with God's Word?



# Lesson From the Bible

## Lesson 6

### **Purpose**

Can you teach other people a lesson from GOD's Word? This is no small task. As the apostle Paul wrote in Romans 15: 4, one of the main reasons GOD gave us the Bible was so that we can learn from the lessons it contains.

To successfully complete this speech, you must explain a lesson taught in the Bible, showing your listeners how they can apply it in their lives.

### **Preparation**

The place to start, of course, is your Bible. From the thousands of lessons GOD teaches us through His Word, how do you choose just one to talk about? The lesson should be one that the club can learn and grow from. If it is not of benefit to them, you will be wasting everyone's time.

The lesson could be one found in the life story of a person mentioned in the Bible. It could be a lesson drawn from several portions of the Bible.

It could be as simple as showing one of the Proverbs in action. Or it could be a lesson that requires much research and planning to present, perhaps concerning a pivotal historical point in the Bible. The choice is open to you. If you choose a lesson you yourself have benefited from, you will be able to put yourself into the speech more fully.

Whichever lesson you do select, make sure it is one that you can cover in 10 minutes. Choose a lesson you can be specific about, then amplify that one specific lesson. Don't try to teach several lessons at once - choose just one and stick to it.

You may use more than one scripture, but don't use too many. If you use more than three scriptures, your audience will do more flipping through the Bible than listening to you.

Be sure the scriptures you choose actually say what you say they do without having to do a lot of explaining. You may find yourself with no time left for actually teaching your lesson from the Bible. One of the main differences between this speech and the difficult scripture speech is that, in this speech, there should be little disagreement about the meaning of the scriptures themselves. If the wording in the translation is vague, you may spend more time defending your interpretation of the scripture than you do teaching this lesson.

Don't forget to spend time in prayer about this speech. When you give it, you will be presenting a portion of GOD's Word. Be absolutely sure that what you say is correct and

does not misrepresent the Scriptures.

### **Delivery**

Your introduction should quickly focus your audience's attention on the one lesson you want to talk about. Your specific purpose statement should be clear and your main points should solidly support the teaching of this lesson. Your conclusion is a powerful tool for driving home the lesson you are teaching.

Do not preach to your audience or allow yourself to appear self-righteous. Be warm and enthusiastic.

Help your listeners clearly understand how they can benefit from this lesson. If you do that, you will also have their undivided attention.

Your speech must go beyond just presenting the lesson to them. You have only just begun your job when you have done that.

You must go on to inspire the members of the club to incorporate this lesson into their daily lives. Not only is this a challenging thing to do, it is quite a responsibility. You will be asking people to change their lives. You will be using GOD's Word as the basis for asking them to change. Be sure that the lesson you are teaching and the changes you say the lesson calls for are actually GOD's ideas, and not just your own.

Once you have done that, you face the challenge of inspiring your brethren in club to put the lesson you have chosen into action in their lives. GOD exhorts us to not only hear His word taught, but to put it into action (James 1: 22-25).

To do this, you will first need to get their attention and help them overcome the natural human desire to resist change. You will also need to show the benefits of applying this Bible lesson in daily living. Be crystal clear about what action this lesson calls for. Don't leave your audience guessing.

Finally, your delivery should be enthusiastic and sincere. Ask GOD to guide and inspire you in its delivery.

### **When Evaluating**

Did the speaker choose a valuable lesson? Was it directly supported by GOD's Word? Did he/she clearly explain it and show its value to the club members?

# Facilitator's Assignment

## Lesson 7

### **Purpose**

Your assignment in this lesson will be totally at the discretion of your club facilitator. Your club facilitator has watched the development of your speaking skills in the Club. He/She has heard you speak a number of times in the club. As such he/she has an overview of your strengths and weaknesses - of areas where you excel as well as areas where your research or your speaking technique could use improvement. This lesson will provide you with the benefit of having your facilitator point out specific areas for you to work on, so that you receive a measure of additional individual training tailored just for you!

### **Preparation**

Make sure your club facilitator knows when you have this assignment coming up. He/she will want to give some special thought to the type of speech you should give. Schedule a few minutes to talk with him/her so he/she can give you clear guidance as to what you should try to accomplish in this speech. Welcome any input he/she wants to give you.

Your facilitator may ask you to repeat a type of speech you have already given. He/she may leave the type of speech up to you but ask you to work on specific speaking techniques as you deliver the assignment. Perhaps, because of your education or career, you may have specialised information that could benefit the club, and your facilitator will ask you to speak on that. Or he/she may offer you the challenge of giving an impromptu speech!

Whatever the case, view this assignment as a chance to continue your growth as a speaker! Be sure to ask GOD's inspiration on this speech. Even if your facilitator asks you to work on some speech problem that you have had difficulty overcoming, don't be discouraged. Remember that the Speech Club is a speech laboratory in which every dedicated member constantly grows and improves, and do your best. As a spirit-led Christian, jump into it with zeal and determination to succeed!

### **Delivery**

Here is another opportunity to take all those "building blocks" of speaking you have been learning about and put them together in just the right combination.

Pay special attention to every aspect of your speech - your topic, your research, your originality, your intensity, your speaking style, your helpful conclusions. If the facilitator tells

you about some specific area to work on or to bring out in the speech, give particular emphasis to that aspect.

You have come a long way in Speech Club. You are reaching new heights of speaking skill. You can take a right kind of pride in your accomplishments. But now is not the time to rest. Push on and continue to improve. Accept new challenges. Overcome old problems once and for all.

Above all, remember to *give* your all to the other Club members and to everyone else you come into contact with in your life.

### **When Evaluating**

Be sure you clearly understand what your club facilitator wanted the speaker to accomplish in this lesson. Did the speaker successfully fulfil that specific assignment?

How did the speaker handle himself/herself overall? Did you get the clear impression that you were listening to a mature, skilled, positive man/woman who was giving 100 percent of himself/herself in service to the audience?

