



# **GRADUATE Club Manual**



# **GRADUATE Club Manual**



**THIS MANUAL IS NOT TO BE SOLD.**  
It is a free educational service published by the  
Worldwide Church of God  
for use by its members.

© 1989 Worldwide Church of God  
*All Rights Reserved*  
Printed in U.S.A.

Illustrations by Basil Wolverton



---

# Table of Contents

Introduction .....	5
The Purpose of Graduate Club .....	7
Overview of the Graduate Club Meeting Program .....	8
Put Graduate Club to Work for You .....	9
Constitution and Bylaws .....	10
Standard Programs .....	12
Lesson 1: One-Point Speech .....	13
Lesson 2: Persuade .....	14
Lesson 3: Difficult Scripture .....	15
Lesson 4: Prophecy .....	16
Lesson 5: Human Interest .....	17
Lesson 6: World News Analysis .....	18
Lesson 7: Trivia .....	19
Lesson 8: Open Assignment .....	20
Lesson 9: Book Review .....	21



Lesson 10: Director's Assignment .....	22
Lesson 11: Lesson From the Bible .....	23
Lesson 12: Biographical Sketch .....	24
How to Evaluate .....	25
When <i>YOU</i> Serve as Toastmaster .....	26
Here's How to Present Tabletopics .....	27
Excellence in Research .....	28
Look Sharp, Feel Sharp, BE Sharp .....	29
Progress Chart .....	30

---



# Introduction

Welcome to Graduate Club! As a member, you will have opportunities for exciting challenges that will help you further develop your speaking skills, as well as your personality and confidence.

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

I myself am a product of Spokesman Club. I have always considered the training with which God blessed me in club to be invaluable. I think every other man who has completed the Spokesman Club program would agree with me.

Graduate Club is the next logical step after Spokesman Club. These clubs are, again, speaking clubs. While the format is similar, these clubs offer you, as a Spokesman Club graduate, an additional level of training.

It is not an easy program. Yet you will find the joy of accomplishment and achievement well worth the effort and commitment you will give it!

Remember that building effective communications skills is a process. You can't do it all at once, any more than you will be able to complete all the lessons and speeches in Graduate Club in only a year or two. But, on the other hand, you need never become discouraged with your progress as long as you are trying,



as long as you show that you care about what you are doing, as long as you are committed to improvement. No man who does these things can ever be considered a failure in any sense of the word!

It is important to remember that Graduate Club is similar to making a sound financial investment. The small amount of time that club occupies in your schedule (meetings are held only every other week, with a recess generally from June to the Feast of Tabernacles) pays off in dividends of personal development.

Remember, too, to keep your priorities straight. Graduate Club is a fine activity, but it is only one area for which you are responsible. Your family, especially, plus your job, your other service in the Church and perhaps even other areas are more important. Frankly, some in the past have forgotten this. Stay balanced!

God's Church and Work are leaping ahead in growth. This Graduate Club that you now have the privilege to benefit from is a major opportunity for *personal* growth. Take advantage of it!

*Joseph W. Teach*

---



# The Purpose of Graduate Club

**T**he purpose of Graduate Club is to provide opportunities for men in God's Church who have completed Spokesman Club to further sharpen communication and Christian leadership skills. Graduate Club focuses on these important areas:

## Communication

In Spokesman Club you learned how to use the basic building blocks of speaking — speaking with purpose, being crystal clear, using color, getting the facts, using intensity, instructing, inspiring. You learned how to give a complete speech, how to put your whole heart into your speaking and how to stir people to action.

Now, in Graduate Club, you will continue to apply these building blocks as you learn how to persuade others about ideas. You will learn how to explain Bible scriptures, how to analyze world news, how to review books, how to relate lessons from the Bible. And you will continue to strive to make your speeches interesting, colorful, moving and, above all, worth the time your audience invests in listening to you!

## Personal Growth

Are you a warm, friendly, well-rounded, engaging person? Are you sincere, humble and tactful, yet properly assertive, firm and outgoing?

Review regularly the qualities listed in Philippians 4:8 and the fruits of God's Holy Spirit listed in Galatians 5:22-23. Are you developing these hallmarks in your personality? Study the traits Christ expounded in Matthew chapters 5 through 7. Notice, in Matthew 25:31-46, what separates those who please God from those who do not. I Corinthians 9:22 emphasizes the need to learn to relate to all kinds of people.

Think about the way of love described in I Corinthians 13. God's own character — the way of thinking and acting in godly love in every situation, in every decision, in every word, in every attitude is developing in you as you allow Jesus Christ to live in you through the Holy Spirit.

A true Christian strives, with God's help, for high personal standards in every area of his life. Lack of heartfelt commitment to God's calling erodes character and makes us vulnerable to the pulls of the world (Proverbs 25:28).

## Christian Fellowship

In this troubled world, everybody needs a friend. In God's Church this is especially so. Each of us needs warm, supportive friends who love us and who will be there to lift us up when we need it.

Proverbs 27:17 tells us, "As iron sharpens iron, so a man sharpens the countenance of his friend." In Graduate Club you will be part of a concerned group of men who really care about you. They will encourage you to give your best. They will advise you on how to be more effective. They will inspire you in this Christian race. And you will want to give in each of these ways to each of them, too.

Think about the wonderful way of love described in I Corinthians 13. Wouldn't you like to fellowship with people who are learning to practice this way in every part of their daily lives? Of course! And you need to be this type of person as well — one with whom others want to fellowship. Philippians 2:4 tells us to be concerned not only about our own interests but also about the interests of others.

## Leadership God's Way

God's form of government provides not merely order but service in love (I Corinthians 14:40, Matthew 20:26). Christians strive to reflect this in their own personal conduct and in the way they deal with others.

The government of God, unlike the governments of this world, truly *serves* those ruled by it. It does not oppress anyone, nor does it exist just to serve itself. It works for the good of everyone. As Pastor General Joseph W. Tkach has said, the government of God works from the top down to serve everyone from the bottom up, in genuine love.

Graduate Club, like the other parts of God's Church, is based on the government of God. It stresses service founded on Christian love. Ask God to help you understand this type of government and to help you exhibit this love and concern toward your family, on your job and in the Church.

In Graduate Club, we hope you will see aspects of this kind of government in action. Learn all you can about this system, and try to practice it in every part of your life. God's government is the system that will bring peace and happiness to everyone in the world tomorrow.





# Overview of the Graduate Club Meeting Program

**C**an you name the single most important part of the Graduate Club program? Is it the speeches? Or the topics session? The business portion? Fellowship before and after the meeting?

All of these are important, of course, but the most vital element is *your participation* in every single aspect of club.

Graduate Club is a laboratory dedicated to the development of speaking ability and teaching principles of Christian leadership and character in the men of God's Church. But it can only help you if you take advantage of it.

At the beginning of Spokesman Club, you may have gone through some of the lessons and club activities in a more or less mechanical fashion. You knew you *should* do those things, and so you did. This was only natural, because you were new to the challenges of public speaking.

But as you continued your membership in Spokesman Club, you grew and learned more. You came to appreciate more fully the reasons *why* you were doing what you were doing. The whole positive experience of Spokesman

Club became part of your thinking and character.

Now, in Graduate Club, you can see the tremendous benefits of this special training. You can be excited about each new lesson.

Your participation in the Graduate Club program begins, in fact, before each club meeting even starts. You need to be prepared mentally, emotionally, spiritually.

Think about how you can contribute to the club. Do quality research when you have a speaking assignment, and thoroughly prepare what you will say. Read up on and meditate about the tabletopics to be covered. Pray that God will help every member of the club to make the most of each meeting (Ephesians 5:16). Pray for God's inspiration so that you and everyone else can be positive, excited, outgoing, alert and enthusiastic about club.

Now, what about the specific activities you will be taking part in during Graduate Club?

- *Fellowship.* In Graduate Club you enjoy the company of called-out, begotten children of God. And Jesus said, "Where two or three are gathered together in My name, I am there in the midst of them" (Matthew 18:20). Take advantage of this time. Strive to edify the other men (Romans 15:2) through your words and example. Contribute sincerely to loving, family-oriented, spiritual fellowship. Remember, Christ is there among you.

- *Business.* Contributing helpful material during the business session helps build right confidence. Therefore, present points and suggestions logically. Be succinct but not abrupt. Learn to be tactful and diplomatic. If you must disagree, do so without being disagreeable.

- *Tabletopics.* Unlike Spokesman Club, you will be given advance notice of the general categories to be covered during the topics sessions of Graduate Club meetings. Take the time to study the subjects enough that you can contribute worthwhile comments during this portion of the meeting. Strive for in-depth thinking and clear, effective analysis in your comments.

- *Speeches.* Graduate Club is more demanding than was Spokesman Club. You will quickly learn how true this statement is if you try to "fake" a speech — if you don't concentrate on the lesson and prepare adequately — if you don't take the opportunity seriously and put mature effort into delivering an effective presentation every time you are assigned a speech. Speaking is a central focus of Graduate Club. Usually, a meeting will have only three speeches, each of which will be carefully evaluated in detail. So accept the challenge and begin to build the skills of a competent speaker.

- *Evaluations.* The club director will lead in evaluating the speeches, calling on various club members for additional comments. Listen intently while others speak so that you may truly help and encourage them when you offer evaluations. Remember to temper your comments with mercy and emphasize positive points, but don't "white-wash" anyone — offer effective, sincere, loving suggestions for improvement where necessary.

- *Other opportunities.* Don't limit what God can do through you! In every aspect of the Graduate Club laboratory — dress, personality, diligence, manners, humility and a host of other areas — "Whatever your hand finds to do, do it with your might" (Ecclesiastes 9:10).

***Graduate Club  
can only help  
you if you take  
advantage  
of it.***

---



# Put Graduate Club to Work for You

**B**uilding character takes work. We spend our Christian lives shaping, molding and forming character that will last eternally.

Character building also takes the right tools. The Greek word for character — *charakter* — actually means a tool used for engraving a lasting impression on stone or metal.

Graduate Club can be a tool for inscribing God's character on your personality. But it is a complex tool. Nobody expects you to just pick it up like a simple hand tool and be able to use it to its full potential.

That's where this manual comes in. Use the manual and you will find this club is a valuable tool for character development.

## **A Whole New Club**

Remember, Graduate Club is not just an extension of Spokesman Club. On the surface, it may appear the same, so much the same that you may be tempted to think you already understand Graduate Club because it looks like Spokesman Club.

Beyond the surface similarities, you will soon find Graduate Club is a different club entirely. This manual had to be specifically designed for it. It was not enough to just tack some new speech assignments onto the Spokesman Club manual.

The material in this manual was written especially for Graduate Club. Some of it gives a deeper understanding of points introduced in Spokesman Club. Some topics are entirely new for Graduate Club, introducing areas of speaking and character development that will challenge and give you experience in ways Spokesman Club only began to do. All of it is designed to make your Graduate Club experience exciting and growth oriented.

## **A New Approach to Speeches**

One thing you will notice is that, unlike Spokesman Club, the speeches are not arranged in a pyramidal fashion, one speech teaching you the skills you will need before you can give the next speech.

The basic skills you learned in Spokesman Club are the building blocks for what you will be doing in Graduate Club. Your goal is to craft a highly finished product, one that may take weeks or even, on occasion, months of research, organizing, reorganizing and heartfelt prayer.

Read the manual instructions for the speeches, carefully

analyzing your topic and approach to it in the light of those guidelines. Talk to your club director about the speech. Get his input. Get his direction. And remember, if you're asked to repeat a speech, it's not a failure, it's an opportunity for greater growth.

The principles you master in Graduate Club can become a part of your daily life — not just on club nights. The manual, too, can be of immense benefit to you if you use it regularly. It can remind you of the goals you are aiming at through club. It can keep your mind on upcoming speeches so you will be receptive to useful ideas. It can help you keep your fellow Graduates in your prayers as they face the same challenges you do in their daily quest for growth and change.

## **A Unified Approach**

Teamwork is an important product of successfully using this manual. A thorough understanding of the manual by every Graduate around the world will insure a thorough understanding of the purposes of club. Clubs around the world will be speaking the same thing, building character using the same tool — Graduate Club.

God delights in this kind of unity, a unity that today cements us as one under the leadership of Jesus Christ and will one day cement each of us as leaders in the government of God.

So spend time with your club manual. Take the instructions to heart, apply them to your involvement with club and you will be contributing to that Church-wide unity.

## **A Greater Commitment**

Graduate Club will make demands of you. It will test you, but not without purpose and definitely not without reward.

If you approach Graduate Club with an eagerness to learn and grow, you will see changes in yourself come rapidly. Some of the changes may amaze you. You may find problems you've worked on to no avail for years now giving way, now being replaced by the growth of godly character.

Anytime you undertake a new challenge, you will have your setbacks. Keep trying, and keep learning from them. Using the manual will help smooth over some of the rough spots. It will help you put Graduate Club to use in sharpening your communication and Christian leadership skills.



# Constitution and Bylaws

**“L**et all things be done decently and in order,” the apostle Paul wrote in I Corinthians 14:40.

In Graduate Club, as with all activities of God’s Church, the basic set of rules is God’s law. The following Constitution and Bylaws, based on this guiding law, unifies all Graduate Clubs around the world.

## Club Name

The name Graduate Club is used to describe a club composed of Spokesman Club or Ambassador Club graduates. The full name of a Graduate Club will include the name of the city of the local church, followed by the words “Graduate Club.” If more than one club is established in a given city, the official name should include only the name of the city where your local church meets and either the section (A, B, C, etc.) or the evening the club meets followed by the words “Graduate Club.” Examples: Pasadena “A” Graduate Club or Pasadena Thursday Night Graduate Club.

## Purpose

The purpose of Graduate Club is clearly stated in “The Purpose of Graduate Club” earlier in this manual. In short, the purpose is to provide training in Christian leadership, organization and communication skills.

The main tool for fulfilling this purpose is the presentation of 12 types of speeches. The speeches should be completed in numerical order, but they do not represent a closed cycle of speeches and there is no graduation from Graduate Club.

## Membership Requirements

Any man who is a baptized member of the Worldwide Church of God and a graduate of Spokesman Club or Ambassador Club is eligible for membership. Applications should be made to the club’s director.

Members are admitted by the director based on openings and qualifications of the individual.

Once admitted to Graduate Club, a member must do the following to remain a member:

- Attend regularly.
- Show effort to achieve the goals of the club.
- Strive to overcome speaking difficulties.

- Remain a member of the Church.

## Size Limitations of Club

The maximum membership of a Graduate Club is 30 men. When there are more than 30 qualified applicants, additional clubs may be formed if possible. If it is impossible to form additional clubs, a waiting list should be maintained.

A person who wishes to drop out of club for an extended period must be dropped completely. At the time he wishes to rejoin, he must reapply for admission.

## Guests

Clubs should encourage attendance of guests for several reasons. Guests give an extra challenge to the members who have an opportunity to speak before a larger audience. Potential members have a chance to become acquainted with club activities. Church members not in the club have a chance for additional fellowship.

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.

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

## Membership Dues

Membership dues may be assessed to provide finances for each club. The amount of the dues should be determined by the president, during the business session, with input from club members and approval of the director.

This amount should cover the cost of all equipment, hall rental and other expenses, including manuals and other club materials received from the Church.

In addition to regular dues, funds may be asked of members for specific purposes according to the club’s desire and with approval of the director.

## Graduate Club Officers

The director is the pastor of the church area or an elder he assigns and is directly in charge of the club. The pastor should direct at least half of the club meetings.



The director appoints all club officers. New officers are appointed once each year, but the director can choose to reappoint any man to any office.

It is only natural for a man to aspire to an office in club, but any man who seeks such a position for selfish purposes shows himself unworthy of it.

Each officer should count his official duties as a vital part of the club's activities as well as his personal training and fulfill them to his fullest capacity.

When a man accepts the responsibility of an office, it is his duty to give faithful service. This selfless service builds the kind of character that is a reward in and of itself.

To provide this service, each officer should be thoroughly familiar with his official duties.

### **Duties of the President**

The president must enthusiastically lead his club members in pursuit of the goals of Graduate Club. It is his responsibility to plan and administer the activities that will help the club fulfill those goals.

The president relies on his director and officers in pursuit of those goals. His spirit of teamwork permeates the club and unites it as one family.

He must also lead the club through his own personal example of energy, tact, resourcefulness, inspiration, love, joy and wisdom.

He presides at all meetings of the club except when he calls the vice president or some other member to the chair. He should start all meetings on time and carry them through on a definite schedule.

The president must prepare himself before each meeting by acquainting himself with the business to be handled. He should conduct all meetings and affairs of the organization in a businesslike manner.

### **Duties of the Vice President**

The vice president assists the president, presiding in his place when necessary. The president should occasionally call the vice president to preside if the need does not otherwise arise.

One of the vice president's most important functions is to encourage the growth of each member by helping each member take full advantage of the opportunities club

offers. His main tools in this effort are a close working relationship with the secretary and fellowship with members of the club.

Close communication with the secretary about attendance and speech assignments will help the vice president be aware of members who may need a little extra encouragement. But he should not reprimand members. That would be the director's responsibility.

### **Duties of the 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, he will give the original to the director. The secretary is also responsible for taking roll and making assignments.

### **Duties of the Treasurer**

The treasurer is responsible for handling all club financial matters. He collects dues and maintains accurate records of club expenses so that he can give a correct treasury report at any time.

### **Duties of the Sergeant at Arms**

This officer prepares the meeting room for each meeting before the arrival of the members. Tables and chairs should be properly arranged and the speaker's stand, gavel, water pitchers and glasses should be ready for use.

He looks after ventilation, lighting, the general comfort of members during the meeting and the tidiness of the meeting hall during and after the meeting. Each club should assign one or two men per meeting to assist him in these duties. He must be on hand to welcome all visitors and have them sign the guest register.

He should maintain a supply of Graduate Club materials, which he can order through the director.

### **Meetings**

Meetings should be held every other week, if possible, but no less than once each month. The meetings should be conducted according to the outline presented in the "Standard Programs" section of this manual. A club season should last no more than nine months out of each year.



# Standard Programs

**T**he following program is standard for all Graduate Club meetings. It should be adapted according to the starting time of each particular club. The time limit for Graduate Club meetings is two hours, 30 minutes.

- 6:00 Meeting begins. The director brings the club to order and calls on someone for the opening prayer (elapsed time: one minute).
- 6:01 Opening remarks. The president welcomes the club and gives a few opening remarks (one minute).
- 6:02 Minutes. The president introduces the secretary, who then reads the minutes (two minutes).
- 6:04 Business. The president conducts the business session, handling old business first and then new business (10 minutes).
- 6:14 Tabletopics. The president introduces the topicsmaster for the evening (one minute). The topicsmaster then presents the evening's topics (30 minutes).
- 6:45 Break. The president adjourns the club for a brief recess (10 minutes).
- 6:55 Speeches. The president introduces the toastmaster, who then conducts the speaking session (35 minutes).
- 7:30 The president introduces the director for the final evaluation (one minute). The director evaluates the club's meeting, inviting comments from club members (30 minutes).
- 8:00 Lecture. The director gives instruction on a topic of his choice (20 to 30 minutes).

8:20 to 8:30 Meeting ends. The secretary reads the assignments for the next two meetings. The director asks for the impression slips to be passed to the president and dismisses the club.

## Special Meetings

At least four times each year, Graduate Clubs will hold special meetings. Whenever practical, these will be combined meetings with other Graduate and Spokesman Clubs in the area.

When possible, the minister in charge of the area will act as the director. He will appoint five speakers for these meetings, and after the opening prayer, the meetings will begin with the speeches, followed by a detailed evaluation of each by the director. After a 10-minute recess, the director will give an hour-long lecture from material provided by headquarters.

## Ladies' Nights

A club may have two or three Ladies' Nights each year, as a club's budget and schedule permit. The format for these meetings will be set by the director.

One of these Ladies' Nights will be scheduled for the last meeting of the club year. If practical this should also be a combined meeting of all the clubs in the area. During this meeting, certificates of merit will be awarded to the men graduating from Spokesman Club.

# One-Point Speech



**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

**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 possibili-

**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.

**When Evaluating** Did the speaker make his one point absolutely clear? Did he digress from that one point? Did each and every fact, word, gesture and vocal inflection lead unswerv-

ingly toward that one point? At the same time, did the speaker hold the interest of his audience and did he give his audience something of value? Was what he said worth saying, and did he say it well?

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).

ties, 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.

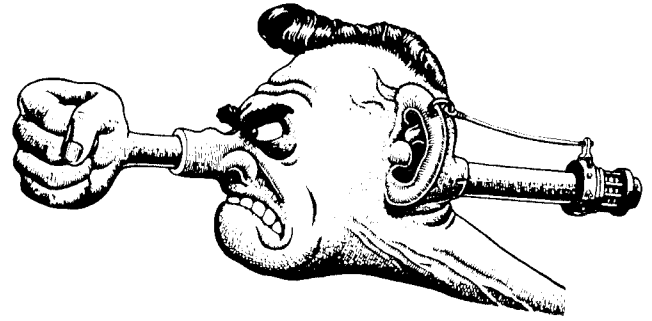
Research is such an important part of the preparation of any high-quality speech that a whole section on the subject of “Excellence in Research” is included in this manual. Be sure to read that section, on page 28, before beginning work on this speech.

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.



# Persuade



**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” (Authorized 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 *per-*

*suaded* 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 talking 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!

**Delivery** 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 “visualization.” 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 specific purpose clear? What were the strong points of his argument? What were the weak

points? Did his presentation really move you? Most importantly, did the speaker answer all possible objections to his thesis, or are there holes in his argument? Are you persuaded to think or do what he said?



# Difficult Scripture

**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, but there is coming a time when it will be one of your main responsibilities.

Even though Satan's influence will then be in check, most of the people living at the beginning of the Millennium will still be influenced by Satan's deceptions. God will use His saints to teach them His ways, to show them

how to live the life that will produce peace and happiness. 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. This will help you be absolutely sure you are spreading God's truth with this speech, not spreading confusion.

If you are having trouble finding a scripture to explain, ask your club director or pastor for help.

Once you have found the scripture you want to work with, familiarize yourself with Church literature on the scripture and on the general subject it deals 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 you really are.

Be thoroughly familiar with the ways the scripture is misinterpreted and the major counterarguments 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 accurately state the meaning of the scripture? Did he answer all possible objections? Did he present his speech in a way that was

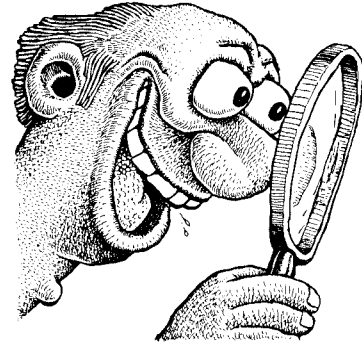
easy to follow and that brought the meaning out for all to understand?

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





# Prophecy



**Purpose** God has given His true Church a more sure word of prophecy (II Peter 1:19). In fact, a major part of the message of this great Work to which God has called us revolves around the fulfillment of Bible prophecies in this end time, and around Bible prophecies about what the world tomorrow will be like.

As you should already know, nearly one third of the Bible is made up of prophecies, and many of those prophecies directly concern the days in which we are now living!

One of the greatest gifts God has given His people is the ability to understand, through the inspiration of His spirit, what the Bible tells us about these turbulent times and where world events are leading.

This fourth speech focuses on prophecy. More specifically, it gives you practice in communicating knowledge about prophecy to others. Like the previous speech, in which you spoke about a difficult scripture, this prophecy speech should take the form of a sermonette.

**Preparation** Within the general subject of prophecy, there is a seemingly limitless number of different topics you could choose to present. The danger you must avoid is choosing too broad a topic to cover in your 10-minute time limit.

For instance, you cannot possibly explain every verse of Daniel 11 in this short speech. On the other hand, you might be able to give a fine speech on one acutely focused aspect or section of this major prophetic chapter.

In this speech, you could give your listeners information about the historical setting in which a certain prophecy was given. You might cover the life and work of a biblical prophet. You could explain how a prophecy has already been fulfilled, in type, in history. You could focus on how present world events are fulfilling prophecy. For the Bible prophecies about the Millennium, you could explore a

specific prediction and show how that aspect of God's world might function.

But remember this: For this speech, you must prepare especially well beforehand. II Peter 1:20 tells us that "no prophecy of Scripture is of any private interpretation." You must be thoroughly versed in what you will present. And you must never put *your own* interpretation on any prophecy.

Never should you offer any information that God's Church has not previously taught. This point requires you to study what the Church has been given to understand about Bible prophecies. Stick to what we *know*. This speech is not the place for personal speculation or careless assumption! In addition to in-depth research, much of your preparation for this speech will take the form of meditation and prayer for inspiration.

**Delivery** Strive to grip and hold your audience's attention. Make your subject intensely interesting to these people who have generously offered you their time and their ears. You must give them something worthwhile. To do this, you must make your subject *relevant*.

Ask yourself how your material relates to the personal interests of your audience. Why should they want to listen to you? Will your speech make them healthier, wealthier, wiser? Better capable of serving God's Work and living the Christian life? Will their knowledge of the Bible be increased in practical, effective ways?

Of course, the subject of prophecy itself should always generate interest in the members of God's Church: Our

eternity is based on the prophecies of God's Word! But never take your audience's attention for granted.

So when you give your speech, demonstrate by your posture, your vocal inflection, your intensity and your serious attitude the urgent nature of the material you are delivering. Convince your listeners with logic. Use simple terms and strive to *communicate* with your audience rather than to *impress them* with how smart you are.

Use other scriptures to support and clarify the main scriptures you cover, but be careful not to get lost in a muddle of overlapping points so that your central purpose becomes unclear. Know what you want to get across, and make everything you do during the speech serve that one, clear purpose.

**When Evaluating** Accuracy is of paramount importance in this speech. Did the speaker unmistakably express the traditional teachings of God's Church about his subject? Did you come away from the speech emphatically moved by the subject that was covered?

Did you personally gain from the speech? Was it relevant to your interests and needs? Did you pick up something

you can really use in your personal life?

How well did the speaker prepare? Did you get the impression that he knew what he wanted to get across, and that everything he did supported getting that across? Was his specific purpose clear, or did he go off on tangents that were not necessary? Would most brethren benefit from this type of material if it were presented to them in Church services?



# Human Interest

**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 color 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 bittersweetness. 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 capitalize 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.

Humor, 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 humor 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 colorful, lively delivery full of warmth, drama and humor 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.

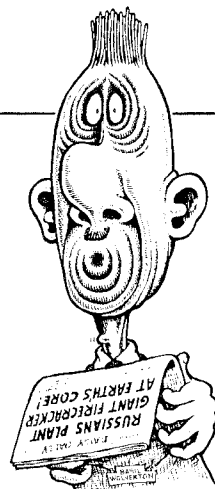
**When Evaluating** Look for genuine sincerity and warmth in the speaker. Was he able to transmit this to the audience? Did he feel as deeply about his subject as he wanted his audience to?

How about the audience — were they enveloped in his 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*?

# World News Analysis



**Purpose** World events are moving steadily closer to the return of Jesus Christ and the setting up of the Kingdom of God on earth!

All of us in God's Church are affected by news events and trends, not only in our own nations but in far-flung spots around the globe.

World news shows the unfolding panorama of Bible prophecy. Worsening world conditions unmistakably point to the need for sobered commitment on the part of all God's people. The "signs of the times" are all around us!

Jesus said, "When you see all these things, know that it

[the end of this age!] is near, at the very doors" (Matthew 24:33). And again, Jesus warned, "Watch therefore, and pray always that you may be counted worthy to escape all these things that will come to pass, and to stand before the Son of Man" (Luke 21:36).

Every member of God's Church should have a good general grasp of the people, places and events in world headlines. And the members of Graduate Club, especially, should not only understand current events in general, but be able to intelligently *analyze* and *explain* news of international significance. This lesson will give you practice in doing just that.

**Preparation** In this speech, you are to give an in-depth presentation on an important current event or trend. But more than just reporting on an item, you are to analyze the *causes* and potential *effects* of the situation. Get beyond the simple facts of the matter and help your audience understand exactly what the situation means to them personally. Point out developments that your listeners can watch for in the near future.

Your topic should be a major current event of the day, not some trivial point or a matter of purely historical interest. Your topic must have international significance. Look for points that are not obvious to the "man on the street" — information beyond the headlines.

Be specific. Don't choose too broad a subject. Instead, zero in on a specific aspect of a topic. Research your subject thoroughly. Use credible, authoritative sources,

and don't rely totally on the views of just one person or publication. Show both sides of any issue you discuss. *Know* what you are talking about — this is not the place for unfounded speculation, shallow thinking, sweeping generalizations or quick solutions.

You should be able to answer most questions that members of your audience ask at the conclusion of your speech — and you should open the floor to two or three questions after you finish. Think creatively. *Probe* and *analyze* and *explore* the subject so that you can truly give your listeners worthwhile, useful information that directly affects them.

While the material you cover in your speech will certainly relate to prophecy, this is not a prophecy speech like the one you gave in Lesson Four. Remember, it is a world news analysis, not a sermonette.

**Delivery** It is best to inject a simple, logical progression into the material you cover in this speech. You might organize your material into a story flow or into chronological order, for example. Whatever you do, keep your material clear and interesting.

During this speech, visual aids such as maps, charts and handouts may help your audience understand more clearly what you are saying. But if you use such props, make sure you use them intelligently and effectively.

Strive to radiate credibility. If you have thoroughly researched the subject and carefully planned what you say, you will gain the respect and interest of the audience.

One final word about delivery: This world is in tragic shape, and we as God's people should be "sighing and crying" for the abominations that are committed all around us (Ezekiel 9:4). Jesus was moved with compassion when He saw the situation His fellow humans were in (Matthew 9:36). He even wept openly on occasion (John 11:35). It should be clear during your speech that you feel deep concern and compassion for the suffering and unpleasantness of the world. There should be no hint of coldness or a condescending, judgmental attitude toward people in the world. Remember that it is only through God's mercy that you understand the truth.

**When Evaluating** As an evaluator, you should come away from this speech profitably enlightened about a major news event or trend of international significance. Was the speaker thoroughly prepared? Did you sense that he knew his subject well, that his sources of information were credible, that he offered original and insightful thinking?

In addition, did the speaker clearly display a proper compassion and concern about the subject he covered? Did he seem condescending and judgmental, or did he obviously and sincerely desire for the world's problems to be solved? Was the entire speech focused around the necessity and expectation of God's government being restored to the earth at the return of Jesus Christ?

# Trivia



**Purpose** Somewhere, deep in the darkest recesses of your brain, lurk facts that you've held onto for years hoping they would be useful someday. Well now's your big chance. Blow out that cobweb-filled corner, haul out all those until-now-unused facts and give them their day in the sun. It's time for your trivia speech!

Effective speakers draw on this kind of trivial knowledge from time to time to help them get a point across or better relate to their audience. With this speech you, too, will learn to take facts that, on the surface, are seemingly void of any possible value and weave them into a speech that will inform your fellow club members while at the same time entertaining them.

Don't be afraid to tackle head on some of the smallest, least burning topics of the day. These will be the kind of topics that your fellow club members hardly ever wonder

about — completely truthful, but nonessential. They will be the kinds of topics that most people could live a lifetime and never have a need to know. And without your help, many of them would have missed out on the fun. Maybe you can tell the club how the Coke bottle got its shape, or how the zipper was invented. If you're feeling truly adventurous, you could explore the origins of chewing gum. The opportunities are limited only by you.

In this speech you must present a number of detailed facts in an interesting manner. To do this, you must be organized. This speech is somewhat carefree, but you will need to have it under control.

This speech is a great opportunity to practice using humor, one of the most powerful tools available to a public speaker. Like all power tools, though, it must be used with caution. You must understand how it works before you can effectively and safely use it.

**Preparation** First, find a good source of trivial, interesting facts. There are a number of books that cover this topic. You can find them at your local library. Encyclopedias are also a good source for trivial facts. Be sure that the facts you gather have a central unity to them, something that you can base a specific purpose statement around. (For more on the ba-

sics of how to research a speech, see page 28.)

You will also need to be able to weave a smooth flow between the facts so that you can present them in an organized manner.

As with all speeches, be sure you have a clearly defined introduction, specific purpose statement, body and conclusion. Don't just ramble until your 10 minutes are up.

**Delivery** Practice your timing, emphasis on certain words, pauses, exaggerations with your voice, etc. Practice your material on others not in your club to test their reaction to your material. This will help you refine your delivery. If you are telling a story or stories, tell ones you know well and are completely sure of. Beware of the old, old stories or jokes everyone has heard before. Don't lead into your story or joke with, "That reminds me of a story. . . ."

If you use humor, don't wait for or show you expect any response to any you may use. This makes your humor look contrived and false — one of the quickest ways to kill laughter. Just go right on with your speech. But if there is an audience response (hopefully laughter) allow for it by pausing rather than trying to talk through it. Try not to laugh at your own humor unless your listeners do, too.

Strive to present your humor in an easy, relaxed manner with an air of lively enjoyment. The best humor, after all, is the humor that comes from your own personal experiences or from your own personality.

If you've had difficulty in using humor in your speeches — or perhaps never consciously tried to work it into your speeches — it can seem like a scary thing to attempt. When you get down to it, though, you have nothing to lose. If you are going to attempt to grow in an area of your personality, what better place to do it than in the caring, growth-oriented environment of Graduate Club?

When you deliver this speech, whether you plan to use humor or not, be sure to have fun with it. Relax. *Enjoy* giving this speech. This is not a life-or-death matter. Be warm and engaging with your audience.

And don't forget to smile.

**When Evaluating** Did the speaker uncover facts for the audience that were unusual, interesting and utterly trivial? Did he present them in a logical manner? If he used

humor, was he in control of it? Did he maintain audience interest throughout the speech?

Was it logical? What tips can you give him to do even better the next time?

# Open Assignment



**Purpose** By the time you reach this lesson, you should be well able to give a good account of yourself every time you speak in public. You have completed over half the lessons in the Graduate Club program, and you already completed the speech lessons in Spokesman Club. Your listeners should by now be able to expect an interesting and mature message from you.

Now, in this open assignment, you have the chance to speak on any subject you choose, and to give any type of speech you feel moved to deliver.

Yet all the basic rules you have learned will still come

into play as you prepare and give this speech. You still must carefully analyze your audience's needs and interests. You must do thorough research so that you really know what you are talking about. You still must grab the listeners' attention, show them a need, satisfy them with useful information and move them to positive action. Your speech still must have a specific purpose and a clear introduction, body and conclusion. Your audience must genuinely profit from your speech.

But you now have the luxury — and the fun! — of giving any type of speech *you* want to.

**Preparation** Maybe, to sharpen your speaking skills in a particular area, you will want to do an earlier Graduate Club assignment again. You might even want to go back to the Spokesman Club speeches and practice, say, getting the facts, adding color or speaking heart to heart.

Maybe you have had in mind a certain subject that has never seemed to fit into any of the lesson formats in Spokesman Club or Graduate Club. Here's the perfect chance to present it.

Or maybe you would like to give a special type of speech, such as the following.

● **Unusual experience.** For this speech your "research" would consist of trying some activity you have never tried before — such as cooking a gourmet meal, visiting a company that does a type of work with which you are unfamiliar or spending a day in a wheelchair to understand the trials a disabled person faces. Then you must deliver

an informative and enlightening speech about your experience.

● **Humor.** It is difficult to give a speech purposely intended to make people laugh. When handled well, humor can uplift, entertain and stimulate. When handled badly, it can come off as lame, dull or, at worst, even offensive. But every accomplished speaker is able to use humor effectively and intentionally. This would be a tough but rewarding speech to deliver.

● **Sermonette.** With the permission of your club director, you may give a sermonette to fulfill this open assignment, applying all the appropriate rules for subject matter, preparation and delivery.

You can no doubt think of many other special types of speeches that would be appropriate for this open assignment. Go ahead — challenge yourself! Expand your mind — and your speaking skills — and have fun with this one.

**Delivery** If you repeat an earlier Graduate Club assignment or a speech from Spokesman Club, be sure to refer to the appropriate instructions for the type of speech you are giving. There you will find specific advice that you should apply concerning purpose, subject matter and style of delivery.

In general, strive to pull together in this speech all you have learned from all your speaking experiences so far.

In a sense, the other speech lessons have been like building blocks that you have learned to arrange in different ways at different times for different purposes. You

have learned to inspire. You have learned to incite action. You have learned to instruct. You know how to hone in on just one central point, how to persuade, how to use human interest. Whatever your purpose in this speech, be sure to put together, in the right order and right amounts, the building blocks you need.

When you have command of all the previous assignments — and this speech will show whether you do — you can enjoy significant breakthroughs in the development of your speaking skills, and this speech can be extremely profitable for you and for the whole club.

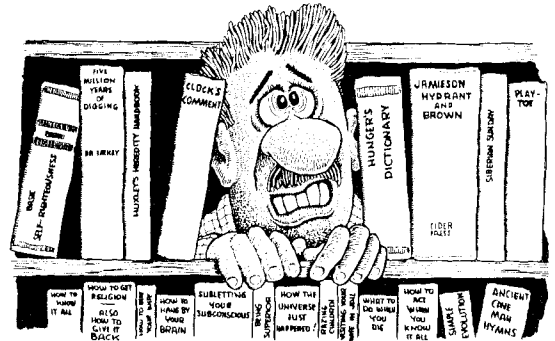
**When Evaluating** Was the speaker's purpose in this speech clear, and did he obviously fulfill that purpose? Were all the right elements of a good speech present — human interest, relevance, authoritative research, vocal control and sincerity, to name only a few — and in the right amounts?

If the speaker is repeating a previous assignment, review

the instructions for that assignment to see what you as an evaluator should look for. If the speaker tried an unusual type of speech, did his effort really succeed? Or almost succeed? Or not really work at all? Why?

Remember to concentrate on positive encouragement, but be willing to offer helpful advice in a humble, brotherly, loving way.

# Book Review



**Purpose** Ideas are tools. Staying in touch with challenging ideas expands you and gives 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 analyze what is being said by the words. Evaluate all the arguments in favor of and against a particular idea and then choose the best course of action.

In this speech, you will read and analyze 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 or your club director 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 a difficult time 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 analyze 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 director. Most of the books presented in this speech will be non-fiction. You may, with careful thought and approval from your director, 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 analyzing 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 chose of importance to the club? Did he clearly let you know how he felt about the author's conclusions?

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



# Director's Assignment



**Purpose** Your assignment in this lesson will be totally at the discretion of your club director. Your club director has watched the development of your speaking skills in Graduate Club. He has heard you speak a number of times in the club. As such he 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 director 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 director knows when you have this assignment coming up. He will want to give some special thought to the type of speech you should give. Schedule a few minutes to talk with him so he can give you clear guidance as to what you should try to accomplish in this speech. Welcome any input he wants to give you.

Your director may ask you to repeat a type of speech you have already given in Graduate Club. Or he may ask you to give a speech found in the Spokesman Club manual. He 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 have specialized information that could benefit the club, and your director will ask you to speak on that. Or he may offer you the challenge of giving a sermonette, or 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 director asks you to work on some speech problem that you have had difficulty overcoming, don't be discouraged. Remember that Graduate 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 director tells you about some specific area to work on or to bring out in the speech, give particular emphasis to that aspect.

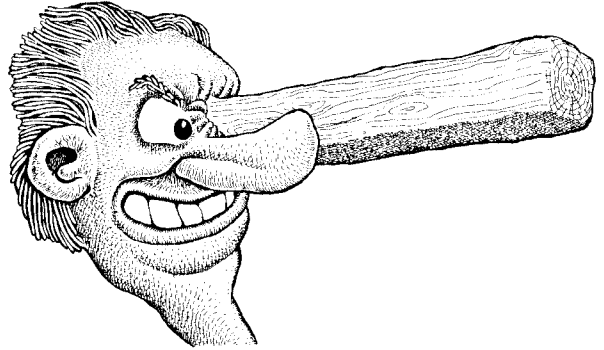
You have come a long way in Graduate Club. You are reaching new heights of speaking skill. You can take a right kind of pride in your accomplishments. But now is not the time to rest. Push on and continue to improve. Accept new challenges. Overcome old problems once and for all.

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

**When Evaluating** Be sure you clearly understand what your club director wanted the speaker to accomplish in this lesson. Did the speaker successfully fulfill that specific assignment?

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

# Lesson From the Bible



**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. Refresh your understanding of the Church's teaching on a subject by reviewing the Church's literature. You may also want to check with your club director when preparing this speech.

**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. If you aren't entirely certain, ask your club director for counsel about the speech.

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 clearly explain it and show its value to the club members?





# Biographical Sketch



**Purpose** After you successfully complete this lesson, you will have finished all 12 speeches in the Graduate Club program. Of course, you will not “graduate” from Graduate Club as you did from Spokesman Club, and you will give these same types of speeches over again as you continue your membership. But you can be proud of the fact that you have arrived at a new,

higher level of accomplishment in your speaking skills, personality development and Christian leadership qualities.

A major thrust of our Christian lives is the personal example we set for others (Matthew 5:14-16). This 12th speech caps the Graduate Club speeches by asking you to research and present a biographical sketch of a man or woman whose personal example has moved you.

**Preparation** Choose a person whose life really fires your imagination. Unless you are interested in the subject, your audience certainly won't be!

Every Graduate Club member should read widely and possess a good general knowledge of current events, history, science and other important areas. Surely you have come across a character whose life has fascinated you and whose story would be beneficial to the rest of the club.

Perhaps you'll want to sketch the life of an ancient or modern statesman, explorer, scientist or educator. Perhaps you'd like to delve into the minute details of the life of some biblical character (I Corinthians 10:11). (Be careful here. The Bible provides only sparse details about the lives of most of its characters, and in this speech you want to really get deep inside your subject and illuminate all the important experiences, thoughts and training that made the person what he or she became. And this speech is not necessarily intended to be a sermonette.)

You may want to cover the life of a personal acquaintance, such as a parent or friend, who deeply influenced you. And don't think you have to speak about a “good

guy” — there are many lessons to be learned from the lives of those who made major mistakes or who followed wrong paths in life.

Try to choose a person about whom the club has not generally heard. For example, in the Church of God we hear repeatedly about such figures as Churchill, Lincoln and King David. If you decide to sketch the life of a major personality such as these, be sure to tell the club something they *don't* already know — or you'll lose your listeners early!

As you research the life of the person, look for information in several sources. If you read just one biography, you'll be bound to the opinions and prejudices of that one biographer, and the picture you offer will not be as complete as it should be.

What you want to do is make the person *come alive* in the minds of your listeners! You can do this by emphasizing the actual conditions and experiences that made the person what he or she was, rather than dry statistics. Add color — use anecdotes, action-filled stories and actual quotes from the person — in short, make this speech one of the most interesting you have ever given!

**Delivery** If you have researched well and prepared your speech intelligently, the subject will be alive with interest! Your presentation will no doubt be highly animated and intense as you paint a detailed, realistic picture of the person. Whether your speech tends to be funny, sad, shocking, warm or deeply profound, put your whole being into your delivery (Ecclesiastes 9:10).

Strive to make the speech not only *interesting* but *useful* to your listeners. Analyze the person's personal example and don't be afraid to offer the club your own analysis of lessons to be learned from the person's life. What made the person succeed or fail, and how can we as God's people apply those points in our own lives? What

moved you most about this man or woman? Why? What if certain events or situations in the person's life had been altered slightly? What might have been the outcome?

Be sure to present your speech in a tone of sincere concern for the person about whom you are speaking. You shouldn't sound condescending, judgmental or as if you know *everything* about the person's life, because you certainly don't. Whoever the subject is, as a Christian you must still show love toward him or her. In most cases the people spoken about will not have had the benefit of knowing God's truth as we do. Remember, as Pastor General Joseph W. Tkach often reminds us, “There, but for the grace of God, go I.”

**When Evaluating** Did you come away from this speech feeling you really *knew* the subject as a person? Did you sense that the speaker himself was moved by the personal example of the subject of the speech? Did you receive practical

information you can act on? In addition, were all the other elements of an outstanding speech present? After completing the 12 lessons of Graduate Club, this man should be well-prepared, interesting and polished every time he speaks!



# How to Evaluate

“I love criticism just so long as it’s unqualified praise,” said English dramatist Noel Coward.

Needless to say, except in rare circumstances, you should *not* evaluate a fellow Graduate Club member’s speech by offering *only* unqualified praise! Certainly you want to encourage, but there are few speakers who couldn’t improve in *some* aspect of their speaking.

On the other hand, neither should you fall into the ditch of mentioning *only* negative points, or of criticizing *several* shortcomings while barely touching on anything positive. Many men have become discouraged in their speaking-club progress — some have even dropped out of club! — because of the harsh, merciless, picky critiques they were hit with.

As a mature member of Graduate Club, you need to know how to give helpful, incisive, accurate and encouraging comments during evaluations. So follow Ephesians 4:29 and “Let no corrupt communication proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers.”

## What to Look For

Following is a helpful checklist of points to consider when you evaluate a speech in Graduate Club:

- Did the speaker fulfill the requirements of his assignment as outlined in this manual? Following directions is an essential leadership trait.
- Did he choose an appropriate title for his speech and clearly state his purpose?
- Did his introduction immediately grab interest?
- Did he use clear transitions?
- Did he prove his point with clear, sound facts and logic?
- Did he stimulate you to think in a new and different way about his subject?
- Was the speaker convicted and sincere?
- Did he put himself in the background, showing a real desire to help others and glorify God instead?
- Did he logically develop one main theme, or splinter his subject into many different tangents?
- Was the speaker’s delivery natural, spontaneous, lively and spirited?
- Was his conclusion effective?
- Overall, was the speech balanced and complete?
- Will the speech be remembered and applied?

## Your Approach During Evaluations

“A wise man will hear and increase learning, and a man of understanding will attain wise counsel,” says Proverbs 1:5. A wise speaker will listen carefully to evaluation comments and will learn and improve — *if those comments are worthwhile!*

Deliberately look for positive points in the speech that will help you personally. Acknowledge and express appreciation for the efforts of the speaker when he has given his best to serve the audience. Show the speaker in what specific ways he is growing. Mention definite areas where he has improved in speaking skills.

When you critique negative aspects, think in terms of overall problems and weaknesses. Point out, in kindness, any glaring shortcomings the speaker should overcome.

If you challenge a statement or idea in the speech, be careful to focus on the statement or idea and not the speaker personally. Don’t impute motives to the speaker. He may have come to a wrong conclusion, but that doesn’t mean his heart is wrong. Simply look at the conclusions he drew, the method of reasoning he used and the way he reached his answer. Concentrate on disproving the fallacy — never disparage a man’s reputation or credibility.

Remember that giving a heartfelt evaluation doesn’t mean being blunt and tactless. Destroying a man’s confidence and optimism is one of the greatest disservices you can render to him. Making a man feel unworthy or using sarcasm to “put him down” shows a gross lack of maturity and thoughtful concern on your part. In fact, it may well be a sign of vanity in yourself, as you draw attention to yourself by attacking someone else!

On rare occasions, a speaker may need a firm, forthright, strong evaluation. But such an evaluation should usually come from the club director. And in any case, vicious criticism should be avoided.

When you must point out weaknesses and mistakes, always offer suggestions about positive ways the speaker may improve. And don’t allow a negative point to prejudice you against the speech as a whole.

On the other hand, don’t “whitewash” a man — if he performs poorly because he obviously didn’t prepare well, say so frankly. If you tell a man he “did a good job” or “improved” when he really didn’t do his best, you actually prevent him from growing.

Finally, be sure to build up the speaker’s confidence and feeling of self-worth. It takes careful thought and wisdom to help a man with a truly effective evaluation. But evaluating speeches in Graduate Club is a wonderful opportunity to serve your fellow members.

*You need to know  
how to give  
helpful, encouraging  
comments during  
evaluations.*



# When *YOU* Serve as Toastmaster . . .

**A**merican author Clarence Budington Kelland, acting as toastmaster at a large dinner party, joked, "Gentlemen, the obvious duty of a toastmaster is to be so infernally dull that the succeeding speakers will appear brilliant by contrast."

Being infernally dull may not be your duty when you serve as toastmaster at a Graduate Club meeting, but it *is* your duty to make the speakers appear brilliant!

## You Make or Break the Program

As an experienced speaker, you should be able to fill the role of toastmaster smoothly and with polish.

Your job is to provide the type of warmth and amiability that will build up the audience's enthusiasm about the whole club program. You are to supply the intellectual thread that organizes the speeches logically according to subject and the speakers' skills. You must mix, in a right

balance, humor, pathos, excitement, sincerity, a businesslike tone and expert timing.

You should do everything within your own skills as a Graduate Club member to make the audience *want* to hear the speak-

ers, and thus focus all their attention on each one! Find an interesting aspect of the speaker's background that qualifies him to speak on his topic.

## Here's What the Best Toastmasters Do

The instructions on "How to Be a Successful Toastmaster," found in the Spokesman Club manual, still apply very well to Graduate Club. You would do well to review those instructions before you handle this assignment.

Here are some basic points to remember when you serve

as toastmaster:

- *Prepare well.* Few men can fulfill the role of toastmaster in a riveting, memorable, credible manner if they try to do the job "just off the top of their heads." You must prepare in advance what you are going to say and do, or the club will immediately sense your lack of readiness and "click off" their minds. You will have failed both the speakers and the audience!

Talk with the speakers beforehand to learn about them and their subjects. Put the speakers in an intelligent order, depending on what they are talking about and what approaches they will take. Make sure each man has an interest-grabbing, accurate title for his speech.

- *Handle introductions properly.* Your introduction for any speaker needn't be longer than a minute. A minute is plenty of time to announce the speaker's title and let the audience know something they don't already know about the man.

Strive to help the club get to know the man better as a loved member of our spiritual family. Remember that if the man has not spoken before the club before, you *introduce* him; if the club is already familiar with him, you *present* him.

- *Draw all attention to the speaker.* Not to yourself! This is not the time to give a speech yourself, nor to try some technique so outlandish (such as exaggerated humor) that you become the focus instead of the speaker. Use humor and other techniques naturally and with restraint, and only as they draw respectful attention to the speaker.

Don't make fun of or embarrass anyone. Instead, treat each speaker with honor and deference, and build the audience's respect for him. Treat each speaker the way you would want to be treated if you were being introduced. After each speaker finishes, thank him for his presentation and move on. Don't evaluate the speech; that is someone else's job.

Overall, emanate confidence and responsibility throughout the meeting. Set a mature example as a competent, interesting, leading member of Graduate Club!

*Your presentation should be the glue that holds the rest of the program together.*



# Here's How to Present Tabletopics

**T**he tabletopics portion of the Graduate Club meeting offers you the chance to develop your impromptu speaking skills. This type of speaking is something you will use every day of your life.

For the club as a whole, this is a time to engage in a thought-provoking discussion of current issues and analyze them in the light of prophecy and God's law.

By this time in your involvement with Spokesman and Graduate Clubs, you should understand the basics of how the tabletopics session works. If you need a refresher on the purpose and structure of the tabletopics session, refer to the Spokesman Club manual.

If you are presenting tabletopics, ask questions that really challenge the men in your club to put on their thinking caps, to really analyze the situation and apply their understanding of the Bible and God's way of life to it. Don't accept half-truths, illogical statements or ideas that run contrary to God's Word. If necessary, you may want to — with tact and love — ask one of the men to clarify his point if he strays out of bounds.

There is room for lighter questions — they are often a good way to begin and close a tabletopics session. But the main portion of the session should be composed of questions that require clear, deep thinking and that will be of lasting benefit to the club members.

In addition to the lighter opening and closing topics, you should strive to include one question from each of the following broad categories:

- 1) National/world news.
- 2) From the Bible.
- 3) Christian living.

The national and world-news topic should be an item of current interest. It would be wise to give a brief introduction to the topic. You do not want to choose highly technical topics or topics that are not at least somewhat familiar to the club. If you do, you run the risk of getting comments that are poorly thought out or, even worse, in error.

For your topic from the Bible, you should actually turn

to a specific Bible passage and read it to the club in phrasing your question, rather than merely generalizing about a "Bible subject." And club members should quote directly from the Bible to answer the question. This will help the club develop the ability to use the Bible as a tool.

The Christian-living question should get members to apply their understanding of God's way to a specific situation you present to them.

Don't cram too many questions in your 30 minutes.

Doing so encourages shallow comments and doesn't do anything to edify the club.

Before presenting your topics to the club, discuss them briefly with your director. He can give you guidance on how to

present the topics and may, from time to time, ask you not to present a given topic. Be sure to have a few alternate questions in case he asks you to remove one.

The general theme of each of your topics should be distributed to the members one meeting prior to the one in which you are to present them. You will have received your assignment two meetings prior to your presentation. This will give members a chance to become more familiar with the topics by doing some basic research.

Do your best, during your 30 minutes, to encourage every member of the club to participate. Try not to call on someone a second time until everyone has had the chance to comment at least once.

As topicsmaster, your warmth and enthusiasm will go a long way toward making the session a success. Don't forget to pray for God's guidance in selection of your topics and in their delivery.

*Ask questions that require clear, deep thinking and that will be of lasting benefit.*



# Excellence in Research

**B**efore they put a single word on paper, the writers for the Church's publications and the telecast have already put in hours of research time. They must know the topic intimately before they can claim that what they are writing is the plain truth.

Good research is also the backbone of every single speech you will give in Graduate Club. A speech that contains serious error or tells only part of the story is a speech that should be improved and given again. To be sure your speech meets this high standard, you will need to invest in some research time in the weeks before you approach the lectern.

The Church's writers use a number of time-saving techniques when they research a topic. You can apply many of them to your speech research.

One of the best shortcuts is also one of the simplest: Get to know your local library. Many libraries offer printed information showing where the different types of books are stored. Some even have material about how to use their research tools. All of them have one of your best sources of information: the librarian. Don't be afraid to ask him or her for help in your information search. Dedicated research librarians appreciate it when people ask questions. If you do approach your librarian for help, try to make your question as specific as possible.

A number of excellent books tell how to research. If nothing else, ask your librarian to point you toward some of them.

Learn how to use the card catalogue system in your library. It will help you locate books on a topic quickly and with a minimum of wandering the aisles looking lost.

Magazines and newspapers can be of great help in putting together a speech. Your library probably subscribes to an index that lists the contents of major magazines and newspapers by subject. With this index, you can locate articles that deal with your topic. This is also one of the best ways of making sure that what you are going to say in your speech is the most current information available — something you can't be sure of if you are only using books.

When using magazines and newspapers, look for magazines that will be the most authoritative and give you the best possible information. These may not always be the most popular magazines available, but they will help you make your speech the best it can be.

If you have time and a need for highly specialized information, you may want to write or call associations or

government agencies. Writers for the Church's publications and the telecast often rely on information from sources such as these. Your library should have directories that list these associations and agencies, giving addresses, phone numbers, people to contact and the kinds of information you can hope to find.

Many people in these associations and agencies will be happy to talk about their area of specialization. Explain to them, either by letter or on the phone, that you are working on a speech for a public-speaking club and ask them if they might have time to help you with some research. Remember that they are probably busy, so make sure you clearly outline your question and that you give them plenty of time to find the answer.

In the beginning stages of your research, explore as many different sources of information as you can. When you do this, you will find you have much more information than you could possibly use in a speech. Now you must begin focusing on your main point and discarding information that doesn't amplify that main point. For the typical *Plain Truth* article, a writer may have three or four times more information than can be used in the article.

As you begin outlining your speech, prune out information, leaving only the best. You should begin to see a logical flow from one piece of information to another. As this happens, you will begin to see how your speech should be constructed.

You can even use some of these research tools as a way to help you find a topic to speak about. Try browsing through a magazine index in search of topics or just look through the aisles in the library, seeing all

the topics that have been written about through the years.

A 20-man club will spend 100 to 200 man hours per club season listening to speeches. This is quite an investment of time for a group of God's people to make. You can, by investing some of your time in research, make sure that those hours are used to the profit and edification of every man in the club.

***Good research  
is the backbone of  
every single speech  
you will give  
in Graduate Club.***

---



# Look Sharp, Feel Sharp, BE Sharp

**H**ow concerned are you about pleasing God *in every detail* of your life — right down to the clothes you wear, the way you carry yourself, the image you present to others, the mood you radiate?

I Corinthians 10:31 commands us, “Whatever you do, do all to the glory of God.” Let’s take a look at these important details of glorifying God. Many people, even in God’s Church, overlook them!

## Look Sharp . . .

I Corinthians 14:40 urges, “Let all things be done decently and in order.” Though many people in the world today appear sloppy, unkempt and ignorant of basic grooming standards, your dress and appearance should always be neat, clean and appropriate for the occasion.

When it is, you will enhance your credibility. You will inspire confidence in others. When you look sharp, others will want to, also. When you are slovenly dressed, it shows negligence on your part toward those you are supposedly serving. In short, being overdressed or underdressed limits your effectiveness.

Here is a checklist of items to remember in maintaining a sharp appearance:

**Clothes.** Learn to select quality clothing within your price range, and how to match appropriate fabrics, colors and patterns. Make sure your clothes are always pressed and your shoes are always shined.

**Hair.** Choose appropriate, moderate styles and groom your hair properly, and make sure it is always combed or brushed. Shave to avoid having a “5 o’clock shadow” or, if you wear a beard and/or mustache, keep them neatly trimmed.

**Breath.** Ensure that yours is fresh.

**Teeth.** Keep your teeth clean.

**Fingernails.** Keep them clean and neatly clipped.

**Weight.** Start a balanced program to get to and maintain your ideal weight.

**Posture.** Stand and sit straight.

## Feel Sharp . . .

You are what you think! Proverbs 23:7 reveals, “As he thinks in his heart, so is he.” To feel sharp, you must develop a strong mental attitude.

You must learn not to give in to the “blahs.” Master your moods! Keep a positive frame of mind. As a Christian, don’t dwell on the negative — it will only drag others down. If you develop a positive, enthusiastic, outgoing attitude inside, your outward actions will reflect that inner condition, for “out of the abundance of the heart the mouth speaks” (Matthew 12:34).

Give attention to the great principles of health — diet, exercise, rest, etc. If you feel well, you will be more positive. As I Corinthians 6:20 says, “You were bought with a price: therefore glorify God in your body and in your spirit, which are God’s.”

## BE Sharp

When you take the steps necessary to *look* sharp and to *feel* sharp, you will BE sharp!

Christ commands, “Therefore you shall be perfect, just as your Father in heaven is perfect” (Matthew 5:48). Strive for the highest standards in every area of your life. Develop a reputation for being “sharp” in your sphere of influence. Yes, you have sins and weaknesses. God knew that when He called you, but He called you anyway! Your job now is to work to overcome them.

Let people be able to count on you to come through no matter what obstacles face you. Practice Ecclesiastes 9:10 in everything: “Whatever your hand finds to do, do it with your might.”



# Progress Chart

Name \_\_\_\_\_

Date	Assignment			Evaluation comments/lessons learned	PROCEED	REPEAT
	TOPIC	TOAST	SPEECH #			





