**Toastmasters Youth Leadership Syllabus January 2016 Session**

**Weekly Meetings – January 6, 2016 to February 24, 2016 (8 Sessions at the University City Public Library at 6701 Delmar, University City, MO. 314.727.3150. Ask for Youth Services to register.**

We expect participants to present four prepared speeches, fulfill various meeting roles (see the reverse side) and actively participate in our meetings. If you are unable to attend the meeting for whatever reason, please e-mail or call me to let us know. We have to find a substitute if you cannot fulfill your meeting role. We send weekly class updates via e-mail.

**Speech Topics:** (speech length is from three to five minutes)

* First speech - “**Ice Breaker**”: Tell us about yourself, your family, your likes, dislikes, school, hobbies, etc.
* Second speech – “**Convince Us**”: Speak with earnestness and conviction on a topic about which you feel strongly. Your topic could be about a favorite hobby or political issues. It is your choice. Keeping it light is fine.
* Third speech – “**Props – Working with Visual Aids**”: This speech requires working with some type of prop or visual aid. The topic is your choice.

# Fourth speech – “**Putting it all together – Ice-Breaker and Plans for the Future” or “Convince Me”** themed speech. Combine your first speech, the “Ice-Breaker” with new material about your plans for your future; schooling, travel, jobs, or whatever you feel your future holds. (Also, include at least one example about how this class has helped you). Use visual aids as appropriate. Alternatively, present a “Convince Us” speech.

**Weekly Featured Speaking Topics from Visiting Toastmasters:**

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| **Week** | Meeting Topic | Guest Speaker |
| Jan. 6 | Elements of a Good Speech, Ice Breaker | Mr. Phillips |
| Jan. 13 | Giving Effective Evaluations | TBD |
| Jan. 20 | Gestures, Facial Expressions & Body Language | TBD |
| Jan. 27 | Using Props to Enliven Your Speech | TBD |
| Feb. 3 | General Speaking Tips | TBD |
| Feb. 10 | Student speeches and table topics |  |
| Feb. 17 | Complete first three speeches |  |
| Feb. 24 | \*Final Speech followed by commencement and reception | All students; family and friends |

\*Family and friends are welcome for graduation night!

**Coordinator:**

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| Name: Gregory Phillips | Mobile: 314.550.3350  gregory\_phillips@mastercard.com |

For the parents and guardians: Toastmasters is an international organization dedicated to helping its members improve their communication and leadership skills. Check their web site http://www.toastmasters.org/ for more information or for a club located near you. Drop in for a visit or talk with me for more information. Joining a Toastmasters club would be a great idea!

Toastmasters Youth Leadership Meeting Roles

**Note:** See the Youth Leadership Program Participant’s Handbook for further information on meeting roles.

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| **TOASTMASTER:** | Responsibilities:   * Emcees the meeting (provides practice in leading meetings & making introductions) * Reviews agenda, confirms assigned roles & obtains speech introductions from the speakers * Introduces speakers & other roles at the meeting |
| **WORDMASTER:** | Purpose: Expand our vocabulary and challenge us to use word while speaking; earning a reward Responsibilities:   * Announces the “Word of the Day” & encourages use * Distributes the word on paper with the definition and usage example * Announces who used the Word of the Day during the meeting |
| **JOKEMASTER:** | Purpose: This is an opportunity to practice our humorous delivery with effective pauses and pacing  Responsibilities:   * Shares a tasteful joke or anecdote (keep it brief, less than 3 minutes) |
| **TIMEKEEPER:** | Purpose: Keep speakers and meeting on track; important to speak within allocated time  Responsibilities:   * States time limits * Speeches – 3 to 5 minutes (plus 30 seconds) * Evaluations – 1 to 2 minutes (plus 30 seconds grace) * Table Topics – 1 to 2 minutes (plus 30 seconds grace) * Gives timing signals – Speech: Green at 3, Yellow @ 4, Red @ 5, single clap at 5 ½ minutes; Evaluations & Table Topics: Green at 1, Yellow @ 1 ½, Red @ 2, single clap at 2 ½ minutes * Announces the actual time used by each speaker and indicates whether it was within limit |
| **SPEAKER:** | Purpose: Prepare and deliver speeches with an engaging opening, logical development, smooth transitions and a clear conclusion  Responsibilities   * Prepares speech on topic as required * Prepare speech introduction sheet with the following info and give to it to the Toastmaster: * Speech Type (i.e., Persuasive) * Speech Title (be creative) * Introduction to speech if desired to set the scene   Time Allotted: Three to five minutes, advanced speeches may be longer |
| EVALUATOR: | Purpose: Give speaker immediate and specific feedback so they are encouraged to improve  Responsibilities:   * Reads and uses the speaker evaluation form * Writes notes on evaluation form during speech * Summarizes notes starting with positives, then offering some opportunities and ending with a positive message: the Sandwich Method |
| **TABLE TOPICS MASTER:** | Purpose: Develop our impromptu speaking skills, a very important skill  Responsibilities:   * Prepares 10 topics for extemporaneous speaking * State the topic/question in an open ended manner * Must speak for at least one minute and no more than 2 ½ minutes |
| GENERAL EVALUATOR: | Purpose: Give specific feedback on all aspects of the meeting  Responsibilities:   * Requests the Ah Counter/Grammarian report * Gives constructive feedback to the evaluators * Comments on the meeting facilities, execution of assigned roles, etc. |
| AH COUNTER/GRAMMARIAN: | Purpose: Help identify filler words which causes a reduction in their usage  Responsibilities:   * Clicks when speaker uses a filler word up to 3 maximum, not including one that is the first word used * Comments on any grammatical errors, incomplete sentences (restarts), or “filler” words such as “um”, “ah” or “you know” used by any speaker and other role position, during the meeting * Notes extraordinary/descriptive word usage |