



# Project Checklist

## Prepare to Speak Professionally

**Purpose:** The purpose of this project is to practice developing and presenting a longer speech.

**Overview:** Write and present an 18- to 22-minute keynote-style speech. Exemplify the point of view or message you would convey as a professional-level speaker. You may choose to use visual aids if they fit your speech and your style. Your speech may be humorous, informational, or any style that appeals to you and supports your speech content. If you receive advance approval from the Vice President Education, you may present your speech to a non-Toastmasters group.

### This project includes:

- ▶ The Speech Outline Worksheet
- ▶ An 18- to 22-minute keynote-style speech

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Identify the focus of your professional-level speech (refer to the project for more information on how to select the best topic for you).

Schedule your speech with the Vice President Education.

Write your speech.

Develop visual aids if you intend to use them.

Rehearse your speech.

If possible, schedule time to practice your speech in front of an audience.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.