

This project culminates in you giving a 4- to 6-minute speech, the first one that all Toastmasters present to their clubs. As a member of BASF Toastmasters you can hold this speech at one of the upcoming meetings. Working through the ICEBREAKER project, you will learn how to recognize skills you already have, build upon those skills to foster confidence, and identify areas for improvement. You will learn to distinguish the basic elements of speech structure and utilize rehearsal techniques that balance preparation and spontaneity.

Purpose:

Learn the basic structure of a public speech by writing and delivering a speech about any topic to introduce yourself to the club. Your speech may be humorous, informational, or any other style that appeals to you.

Competencies that you will learn and practice in the ICEBREAKER project:

- Recognize the elements of a basic speech structure.
- Balance preparation and spontaneity when delivering your speech.
- Demonstrate self-confidence when speaking in front of an audience.
- Identify your communication and leadership skills.
- Define communication and leadership goals.

You and your goals

The ICEBREAKER is your first opportunity to share something about yourself and your goals with other members of your club. You may want to include the following information in your speech to help club members get to know you:

- The reason you joined Toastmasters (if a person or incident influenced you to join, share that story)
- Your communication and leadership goals

When you took your Pathways Assessment, you were asked to identify your basic public speaking and leadership goals – the reason you came to Toastmasters and what you hoped to gain. It may be helpful to think back to that experience and share some of those goals in your ICEBREAKER speech.

You may also use the *ICEBREAKER Speech Outline Worksheet* to help you collect and develop your thoughts. A clear, thorough outline will assist you in crafting your speech and sharing your communication and leadership goals with the audience within the allotted time.

Organize your speech

Your ICEBREAKER is a story about you. The four elements of a good story are:

Interesting topic – Opening – Body – Conclusion

Give your speech an opening, body, and conclusion to effectively communicate your overall purpose. Begin by introducing yourself. In the body of your speech, share information you would like your fellow members to know about you. Conclude with a funny or interesting anecdote that relates to your desire to become a better speaker and leader.

If you have completed an Ice Breaker before, focus on your goals for your current path.

Prepare and present

- Write it out
Write your speech, memorize the opening and conclusion, and rehearse everything else until you feel comfortable. Ideally, this will give it a natural and spontaneous feel.
- Remember your outline
Create notecards or an outline with a few bullet points from your speech on one page. This makes it easier to remember the main points of your speech, and you can refer to it when presenting to your club. The goal is to remember your outline and not read your speech word for word.
- Connect with the audience
Effective speaking requires you to look up from a written speech and connect with your audience. Your presence and connection with the audience members increase the possibility that your message has impact.

SPEECH OUTLINE WORKSHEET

ICEBREAKER

Use this outline to help you organize the information you want to include in your speech.

Speech Title

About Yourself/Main Points

List two to four things about yourself that you would like fellow club members to know.

1. _____
2. _____
3. _____
4. _____

Reasons for Joining Toastmasters (Optional)

If it's relevant to your speech, you might want to tell the audience your reason(s) for joining Toastmasters.

Goals (Optional)

Do you have goals that you would like to achieve in Toastmasters? If so, list them here.

1. _____
2. _____
3. _____
4. _____

Opening

A. Greeting

You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

B. Capture audience interest

Begin with something about yourself that will capture the interest and attention of the audience.

C. Introduce yourself

Following your opening, provide a brief introduction. You might want to include why you joined Toastmasters.

D. Transition

Write a brief statement to transition smoothly from your introduction to what you'll discuss next.

Body

A. Main point 1

Use some of the About Yourself/Main Points from page 1.

Transition (This is a sentence or two that connects main point 1 with main point 2)

B. Main point 2

Transition

C. Main point 3

Transition (Signal that the conclusion of the speech is approaching)

Conclusion

A. Restate the main points of your speech

B. Close with impact
