

### Informative Toastmasters Speech

Fourth grade students will be participating in Toastmasters speeches on January 25-28. It will be an informative speech, 2-5 minutes in length. Your child needs to choose possible topics that are related to ESTEEM (Ethics, Science, Technology, Engineering, Entrepreneurship, Mathematics) by Friday, December 4th. They will be working on the speeches in class and finish any remaining work at home. As you prepare and practice, keep the following in mind:

1. An informative speech communicates certain information and facts about a particular subject. An informative speech conveys information, explains what something means, or tells how something works. The audience will be 3<sup>rd</sup> and 4<sup>th</sup> graders so the speech needs to be at their level. Each student will choose a topic that relates to our school focus of ESTEEM (see list of examples written by the student).
2. The speech must be 2-5 minutes in length. If it is shorter, you should review the content to see where you might add more facts. If there is nothing more to add, you should consider changing topics to something more suitable for an informative speech. Keep in mind that when you present your speech in front of the class, you may be nervous and speak more rapidly than when you practiced at home. This may result in your speech being delivered in less than 2 minutes in class unless you prepare a longer speech.
3. You should practice your speech as often as necessary to try your best to memorize it, rather than read it. Index cards should be used. You may use these cards when presenting your speech, but the speech should not be read. Many students choose to put as few words as possible on their cards so they are not dependent on the cards when delivering their speech. You may choose to write out the introduction and conclusion, but it is recommended to use only buzz words or short phrases to remind you of what you want to say in the body of your speech. Parents can help by having you practice the speech and can encourage you to look at them rather than the cards. With practice you will become more comfortable and less reliant on the index cards.
4. The introduction is a very important part of the speech and should accomplish two goals: to grab the attention of the audience and briefly outline what the body of the speech will be telling them. The conclusion is also a very important part of the speech. It should summarize what the speaker has said. Speeches with weak

# Toastmaster Speeches Outline For 4th Grade

**Albert A Gayle**



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**The Quarterly Journal of Speech Education** ,1919     *The High School Journal* ,1920     38 Basic Speech Experiences Clark Stites Carlile,1949     **Oral English** Elizabeth Whitmore Baker,1928     **Motivated Speech Programs for School and College** Newton Baker Hammond,1929     Skills for Academic and Career Success Dian Carroll,2013-09-16

Skills for Academic and Career Success focuses on the essential skills you need to be successful in your studies and in your future career This original textbook aims to improve and enhance your study skills it also introduces some important aspects of business and professional communication An integrated approach is used to bring together these key fields of academic skills and business communication competency The emphasis throughout the book is on practical applied learning It has been developed to complement Australian tertiary education curricula in the areas of study skills and professional communication and is designed to enhance learning outcomes for students within the Australian and Pan Asian context

Courses of Study for North Dakota High Schools North Dakota. Dept. of Public Instruction,1934     *Modern Speech* Gladys Louise Borchers,Claude Merton Wise,1947     **Business Communication Activebook** John V. Thill,Courtland L. Bovée,2004 This interactive book will give you the tools you ll need to succeed in today s workplace by developing your essential communication skills Three easy to follow steps planning writing and completing business messages offer a practical strategy for writing and delivering business messages Abundant sample documents show how to apply the principles being discussed This is the only book that offers business communication experience in every chapter through real world on the job simulations featuring actual companies and real world business documents These simulations provide a unique opportunity for you to practice and sharpen your business communication problem solving skills Topics include understanding business communication the three step writing process letters memos e mail and other brief communications reports and oral presentations and resumes and interviewing for employment An essential and useful tool for anyone interested in developing better business communication skills human resource personnel managers and office workers will find interactive book especially helpful

**The Summary** ,1912     The Cornell Alumni News ,1916     **The Harvard Graduates' Magazine** William Roscoe Thayer,1907     Paper Trade Journal ,1924     **The Yale Alumni Weekly** ,1925

**The Lumber World** ,1908     **Fourth Estate** ,1914     *Columbia Alumni News* ,1921     *The United Presbyterian* ,1900     Michigan School Moderator ,1914     **Yale Alumni Weekly** ,1905

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