

Toastmaster Project Track Sheet

Competent Communicator Projects

Ensure someone evaluates you during the meeting using the appropriate section in the CC manual. Aim to complete one speech and one Competent Leadership project each month.

Speech #	Goal	Date Complete
1	The Ice Breaker Just get up there and kick off your speaking practice. This is a slightly shorter speech (4-6 minutes instead of the usual 5-7 minutes) and can be about anything related to you. Download the speech project excerpt here.	
2	Organize Your Speech For your second speech, you focus on the organization and clarity of outline. Make sure to include and practice an opening and conclusion, and have clear points in between.	
3	Get to the Point Your third speech should have a key message - state your key message early and use your speech to provide supporting points.	
4	How to Say It Focus on the actual words and delivery of your speech, including word choice, sentence structure, and rhetorical devices. Typically speeches involve topics that lend themselves to evoking the senses.	
5	Your Body Speaks Use body language - posture, stance, eye contact, facial expressions, gestures.	
6	Vocal Variety Varying your voice in terms of voice level, pace, and pauses.	
7	Research Your Topic Back up arguments with research and evidence to make your speech stronger.	
8	Visual Aids Employ visual aids – props, drawing on a whiteboard, etc.	
9	Persuade with Power Deliver a powerful, persuasive message.	
10	Inspire Your Audience Pull together the skills from the first 9 speeches to deliver an inspirational speech	

Competent Leadership Projects

You can only receive credit for one CL activity per meeting. Ensure evaluator completes the corresponding section of the CL manual.

CL Project	Activities	Activity Complete	Project Complete
1	Speech evaluator		
	Table topics speaker		
	Grammarian		
2 (Choose 2 of 3)	Speech evaluator		
	General evaluator		
	Grammarian		
3	Speech evaluator		
	Grammarian		
	General evaluator		
4 (Timer and 1 of the others)	Timer		
	Speaker		
	Grammarian		
	Topicsmaster		
	Toastmaster		
5 (Choose any 3)	Speaker		
	Toastmaster		
	General evaluator		
	Topicsmaster		
6 (Choose 1)	Help organize a club speech contest		
	Help organize a club special event		
	Help organize a club membership campaign		
	Help organize a club PR campaign		
	Help produce a club newsletter		
	Assist the club webmaster		
7 (Choose any 2)	Toastmaster		
	General evaluator		
	Topicsmaster		
	Befriend a guest		
8 (Choose 2 roles, one task)	Role: Toastmaster		
	Role: Speech evaluator		
	Role: General evaluator		
	Task: Chair a PR campaign		
9 (Choose 1)	Task: Chair a club membership contest		
	Mentor a new member w first 3 CC projects		
	Mentor an existing member w 3 CC or CLs		
10 (Choose 2 roles OR one task)	Act on guidance committee of High Performance Leadership project		
	Role: Toastmaster		
	Role: General Evaluator		
	Task: Chair club membership campaign or contest		
	Task: Chair a club PR campaign		
	Task: Chair a club speech contest		
	Task: Chair a club special event		
Task: Serve as club newsletter editor or webmaster			