

ADVANCED COMMUNICATION SERIES
SPECIAL OCCASION SPEECHES

Assignment #1:
MASTERING THE TOAST

Objectives

- Recognize the characteristics of a toast.
- Present a toast honouring an occasion or a person.
- TIME : 2 to 3 minutes

Note to the Evaluator

The purpose of this project is for the speaker to present a two- to three- minutes toast in honour of a person or special occasion. The toast is to be original, and the audience is to serve as the “guests” at the toast. The toast must clearly state the occasion or person being honoured and be personalized through stories, anecdotes or quotes relating to the subject. It is suggested you read the entire project before the presentation. In addition to your oral evaluation, please give written responses to the questions below.

Evaluation Guide

1. How well did the speaker indicate the occasion or person being honoured?

2. Describe how effectively the speaker personalized the toast.

3. Were stories, anecdotes or quotes used?

4. How effectively did the speaker use vocal variety and eye contact in presenting the toast?

5. Was the toast appropriate for the occasion or person being honoured?

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Assignment #2:
SPEAKING IN PRAISE

Objectives

- Prepare a speech praising or honouring someone, either living or dead.
- Address five areas concerning the individual and his/her accomplishments.
- Include anecdotes illustrating points within the speech.
- TIME : 5 to 7 minutes

Note to the Evaluator

The purpose of this project is for the speaker to present a 5 to 7 minutes speech praising a friend, relative or co-worker. The occasion – e.g., funeral, retirement banquet, anniversary or farewell party – has been selected by the speaker. The speech is to be inspirational, pointing out the qualities of the individual and the meaning of the individual's life, as well as relating that meaning to our own lives. In addition to your oral evaluation, please give written responses to the questions below.

Evaluation Guide

1. How well did the speech suit the occasion?

2. What parts of the speech were most effective?

3. How effectively did the speaker identify and illustrate the individual's qualities, accomplishments, power and inspiration sources, and his/ her impact on society and history?

4. How did the speaker use this individual's qualities and accomplishments to inspire the audience?

5. How well did the speaker use stories and anecdotes concerning the individual to illustrate points?

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Assignment #3:
THE ROAST

Objectives

- Poke fun at a particular individual in a good-natured way.
- Adapt and personalize humorous material from other sources.
- Deliver jokes and humorous stories effectively.
- TIME : 3 to 5 minutes

Note to the Evaluator

The purpose of this project is for the speaker to present a three- to five- minutes “roast”. The occasion – retirement banquet, anniversary or farewell party, etc. – has been selected by the speaker. The roast is to include jokes and anecdotes adapted from other sources to apply to the honoured guest. In addition to your oral evaluation, please give written responses to the questions below.

Evaluation Guide

1. How well were the jokes and anecdotes adapted to the occasion and to the individual being roasted?

2. How did the speaker’s delivery contribute to or hinder the effectiveness of the humorous material?

3. How effective were the jokes and anecdotes?

4. How did the speaker’s body language and vocal variety add to the impact of the roast?

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Assignment #4:
PRESENTING AN AWARD

Objectives

- Present an award with dignity and grace.
- Acknowledge the contributions of the recipient.
- TIME : 3 to 4 minutes

Note to the Evaluator

The purpose of this project is for the speaker to present an award with dignity, grace and sincerity. The presentation speech should be three to four minutes in length. The speaker will explain the purpose of the award and why the recipient deserves it. In addition to your oral evaluation, please give written responses to the questions below.

Evaluation Guide

1. Did the speaker clearly explain the purpose of the award?

2. How effectively did the speaker convey the reasons the recipient deserved the award?

3. How sincere was the speaker in his/ her praise?

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Assignment #5:
ACCEPTING AN AWARD

Objectives

- Accept an award with dignity, grace and sincerity.
- Acknowledge the presenting organization.
- TIME : 5 to 7 minutes

Note to the Evaluator

The purpose of this project is for the speaker to accept an award with dignity, grace and sincerity. The acceptance speech is to be five to seven minutes in length and given without notes. The speaker is to acknowledge those who helped him or her and recognize the importance and work of the presenting organization. In addition to your oral evaluation, please give written responses to the questions below.

Evaluation Guide

1. How effectively did the speaker express gratitude to the organization presenting the award?

2. How did the speaker recognize the organization presenting the award?

3. How sincere was the speaker in his/ her thanks and gratitude?

4. Did the speaker appear comfortable and gracious while accepting the awards?