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word choice and arrangement need just as much attention as speech organization and purpose select clear accurate descriptive and short words that best communicate your ideas and arrange them effectively and correctly every word should add value meaning and punch to the speech time 5 7 minutes

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a speaking voice should be pleasant natural forceful expressive and easily heard use volume pitch rate and quality as well as appropriate pauses to reflect and add meaning and interest to your message your voice should reflect the thoughts you are presenting time objectives 5 7 minutes

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the interpersonal communication program helps teens build effective listening and communication skills while understanding their own communication style the program features materials designed for teachers and other adult community members who mentor young people the program includes two manuals the team member manual item 701b and team

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every toastmaster receives this manual with their new member packet you chose the topic and content toastmasters helps you focus on various components of public speaking communication speaking objectives speech 1 the ice breaker to begin speaking before an audience

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the competent communication manual is designed to give new members a strong start in developing a core set of skills for public speaking each of the ten projects in this basic manual focuses on a certain aspect of speech making from organization to delivery

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read the competent communication manual multiple times if necessary from beginning to end preferably in one sitting next form a plan of approach you know best your strengths and weaknesses and availability

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