

Communications and Leadership Development **Events Checkpoints**

Use the following checkpoints to guide you through the process of writing and giving a speech or other choice of leadership development event.

Science/ Prepared/ GH/ JH Public Speaking Checkpoints:

· **Weeks 1-2**

- o Choose the topic that most interests you.
- o Print or save on Google Docs research for that topic.
- o Organize research into a three ring binder or folder on Google Docs.
- o Keep track of every website you visit and article you read, you will need to make a bibliography.
- o STAY FOCUSED when you are in class. Research as much as possible.
- o Use the magazines and newspapers in my room to look for information about your topic if needed.
- o Visit appropriate websites for more information. Make sure they are legitimate websites.
- o Introduction paragraph completed by end of Week 2.

· **Week 3**

- o Finish writing your speech.
- o Use correct speech layout - Circular method
 - (tell them what you're going to tell them – tell them – tell them what you told them)
- o You should have a 3-4 page, double spaced speech in the end, along with a nice cover page and bibliography in proper format.

· **Week 4**

- o Finals week- present to class.
- o Create your note cards. Bind them in the corners.
- o Practice using your note cards.
- o Work on developing good speech techniques. (hand gestures, facial expressions, voice inflections)

· **Week 5**

- o Try introduction without the notecards- see how much you can deliver without reading.
- o Print the speech and bibliography.
- o Practice the speech (especially in front of other people)
- o Practice answering questions
- o If Prepared/ GH/ JH: Attend Critique Night for feedback and improvements

Ag Issues Team Checkpoints:

· **Weeks 1-2**

- o Have research printed for your topic.
- o Organize research into a folder or three ring binder
- o Assign people to the specific jobs: writer, powerpoint, etc.
- o Determine 4 top pros & 4 top cons – Type them up in list format
- o Assign roles (positions) for the skit
- o Choose who will be on each side for your skit (the Pros and the Cons)

· **Week 3**

- o Script completed
- o Parts assigned to group members for memorization and practice
- o Make notecards for each group member and pass out for memorization
- o Build props and/or finish powerpoint
- o For Portfolio: Complete a cover page and Bibliography page

· **Week 4**

- o Finals week- present to class
- o Script memorized
- o Begin working on the information you will include in your portfolio
- o For the Portfolio: pros/cons first, then summary of issues, then the forum certification pages.
- o Props in working order and/or powerpoint is completed.
- o Costumes determined for roles, let us know if you need anything purchased.

· **Week 5**

- o Final week for preparation. Full rehearsal and run-throughs
- o Get the forum certification page signed and finish portfolio requirements.
- o Set up a public forum by inviting adults in to class to watch you present & sign your portfolio
- o Attend Critique Night for feedback and improvements

Demonstration Team Checkpoints:

- **Weeks 1-2**
 - o Find and print research for your topic.
 - o Organize research into a folder or three ring binder
 - o Determine props needed.
 - o Determine whether you will use a powerpoint, easels, etc.
 - o Determine setting and have list of necessary props
 - o Give Mr. Ankley/ Ms. Rachel a list of materials & tools needed for your props (you will have them by Monday)

- **Week 3**
 - o Script completed
 - o Parts assigned to group members
 - o Make notecards for each group member and pass out for memorization
 - o Props built
 - o Complete bibliography.

- **Week 4**
 - o Finals week- present to class
 - o Props fully decorated and in working order
 - o Script memorized
 - o Practice at least three full rehearsals using props
 - o Ready for a full dress rehearsal

- **Week 5**
 - o Set up a public demonstration by inviting adults to watch you present
 - o Full dress rehearsal
 - o At least 3 full rehearsals with props
 - o Attend Critique Night for feedback and improvements

Job Interview Checkpoints:

- Weeks 1-2
 - o Create files for your resume and cover letter.
 - o Resume and cover letter should be finished.
 - o Have resume and cover letter proofread by at least 2 adults
 - o Print list of interview questions and write answers to them.

- Week 3
 - o Complete a job application every day of the week.
 - o Practice answering questions out loud.
 - o Have two other people come in this week to interview you and give you feedback.

- Week 4
 - o Finals week- interview with teacher.
 - o Have an adult come in this week to interview you again, and give you more feedback to see if you improved from your 1st interview.
 - o You can interview one another, or get other classmates to ask you questions.

- Week 5
 - o Ready for a full dress rehearsal
 - o Print final copy of resume and cover letter and put on nice paper
 - o Practice at least three full rehearsals
 - o Set up an interview by inviting three adults in to class to interview you.
 - o Attend Critique Night for feedback and improvements

Extemporaneous Public Speaking Checkpoints:

· **Weeks 1-2**

- o Choose the topic that most interests you.
- o Print research for that topic.
- o Organize research into a three ring binder (I will get these for you)
- o You may have 50 pages, 2 sided.
- o Keep track of them because you will need to make a bibliography.
- o Use the folders that Hillary made as a reference for how to organize.

· **Week 3**

- o Use the magazines and newspapers in my room to look for information about your topic.
- o Organize all materials in your binder as you go.
- o The more research you can do, the better off you will be in the contest.
- o STAY FOCUSED when you are practicing. READ as much as possible.
- o Set up your first practice speeches
- § You will have 30 minutes to prep for your 4-5 minute speech.

· **Week 4**

- o Pull a speech topic from the files provided for you. Start with district level topics
- o Work on developing good speech techniques.
- § Come see a teacher about hand gestures, facial expressions, voice inflections
- § Practice the correct speech layout - Circular method
- (tell them what you're going to tell them – tell them – tell them what you told them)

· **Week 5**

- o Finals week- present to class.
- o Do at least 3 practice speeches this week. 30 minutes prep, 4-5 minute speeches.
- o Research on the days you don't give speeches.
- o Work on how to lay out speeches in a hurry.
- o Practice good note card techniques.
- § Note: Getting to 4 minutes is the biggest hurdle you will have to overcome. Most kids will not make it to 4 minutes. If you can – you will be golden.
- o Bibliography must be completed and proofread by someone else.
- o Do a speech every day this week.
- o Set up a review by inviting adults to observe you and give you feedback
- Attend Critique Night for feedback and improvements

Greenhand Conduct of Meetings Checkpoints:

- **Weeks 1-2**
 - o Assign people to each part; Practice the ceremony from the book; get copies of your part
 - o Sentinel practices setting up the room and returning the station markers to the head table.
 - o Practice walking in and leaving the room in unison.
 - o President practices tapping the gavel; practice sitting and standing in unison.
 - o Secretary learns how to take minutes

- **Week 3**
 - o Opening and closing ceremony parts must be memorized
 - o Create nametags and practice using them
 - o Learn the table of motions (abilities) for GHCM & do the questions for each
 - o Know how to do:
 - § **Main Motion, Suspend the Rules, Point of Order**
 - o Practice with sample items of business. Run at least 3 meetings using the abilities you've learned
 - o Practice making debate using opening and closing statements
 - o Practice questions with the abilities you've learned

- **Week 4**
 - o Finals week- present to class with abilities you've learned.
 - o Review the previous motions you've learned
 - o Learn the table of motions (abilities) for GHCM & do the questions for each
 - o Know how to do:
 - § **Parliamentary Inquiry, Previous question, Division of the Assembly**
 - o Practice with sample items of business. Run at least 3 meetings using the abilities you've learned.
 - o Practice questions with the abilities you've learned.

- **Week 5**
 - o Review the previous motions you've learned
 - o Learn the table of motions (abilities) for GHCM & do the questions for each
 - o Know how to do:
 - § **Refer to a committee, Lay on the Table**
 - o Work on how to run the full meeting.
 - o Practice with sample items of business. Run at least 3 meetings using the abilities you've learned.
 - o Practice questions with the abilities you've learned
 - o Attend Critique Night for feedback and improvements

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Parliamentary Procedure Team Checkpoints:

· **Weeks 1-2**

- o Assign people to be president & secretary
- o Practice the ceremony from the book.
- o President practices tapping the gavel; Practice sitting and standing in unison.
- o Secretary learns how to do minutes and practices at each meeting
- o Every members learns the suspension of the rules; how to call to order and adjourn
- o Learn the table of motions (abilities) for parli pro & do the questions for each
- o Know how to do:

§ *Main Motion; Suspend the Rules; Point of Order; Refer to a committee; Parli Inq.; Previous question; Division of the Assembly*

· **Week 3**

- o Create nametags and practice using them
- o Practice with sample items of business. Run at least 3 meetings using the abilities you've learned.
- o Practice making debate using opening and closing statements that make you sound intelligent from the list I gave you.
- o Practice questions with the abilities you've learned

· **Week 4**

- o Review the previous motions you've learned
- o Learn the table of motions (abilities) for parli pro & do the questions for each
- o Know how to do:

§ *Amend; Object to the consideration of a question; Lay on the Table;*

- o Practice with sample items of business. Run at least 3 meetings using the abilities you've learned.
- o Practice questions with the abilities you've learned

· **Week 5**

- o Review the previous motions you've learned
- o Learn the table of motions (abilities) for parli pro & do the questions for each
- o Run the full meeting.
- o Practice with sample items of business. Run at least 3 meetings.
- o Attend Critique Night for feedback and improvements

Creed Speaking Checkpoints:

- **Week 1-2**
 - o Have Creed memorized. All paragraphs.

- **Week 3**
 - o Work on voice, hand motions and movement within the room.
 - o Familiarize yourself with the list of questions and answer questions on paper or in Google Docs.

- **Week 4**
 - o Work on verbally saying answers for each question.
 - o Practice the creed in front of people at least 4 times this week.

- **Week 5**
 - o Work on questions and answers for each question.
 - o Practice the creed in front of people at least 4 times this week.
 - o Attend Critique Night for feedback and improvements