



Development Program

Level Three

**SPEAKING
ADVANCED
APPENDIX**

Name: _____



Development Program

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LEVEL 3 SPEAKING ADVANCED APPENDIX PROJECT CHART

Any of the following specific review assignments may be substituted for
Level 3 - Speaking Advanced - PROJECT 9: Review Assignment.

You may also wish to try each of these and be evaluated for each individual assignment as extra projects. These projects do not have to be completed in the order in which they appear below.

Project	Project Title	Date Completed	Evaluator's Signature
1	Art Exhibition Review (Time 6-9 minutes)		
2	Concert Review (Time 6-9 minutes)		
3	Film Review (Time 6-9 minutes)		
4	Play/Theatre Review (Time 6-9 minutes)		
5	Book Review (Time 6-9 minutes)		
6	Book Report (Time 3-5 minutes)		



Development Program

PROJECT 1: Art Exhibition Review

(Time 6-9 minutes)

Purpose:

To prepare a constructive criticism of an exhibition at:

- A public art gallery
- A private gallery
- A local art show

To present the review before an audience as if on television.

Benefits:

- Develops evaluation techniques in situations other than speech making.
- Allows practise of polished presentation skills.

Preparation:

1. If a novice in this area of appreciation, attend exhibitions and read reviews in the newspapers (mainly weekend papers) to familiarise yourself with what is usually required. From your library, obtain a basic book on art appreciation (perhaps even a school text book) so that you know aspects on which you could make comment, e.g. subject, colour, composition, technique, feeling.
2. At the exhibition:
 - a. Obtain a catalogue to give you essential information such as an authorised statement of the aim of the exhibition, names of artists and works, biographies and prices.
 - b. Walk slowly about the exhibition gaining an overall impression.
 - c. Now observe more intently, standing back the recommended distance to gain the effect desired by the artist. Jot down notes of features which impressed or disconcerted you, e.g. suitability of gallery for this kind of exhibition, lighting, harmony of groupings (e.g. pop art next to a Rembrandt), atmosphere, timing of exhibition, styles employed, artist in attendance, initial and later impressions, framing, size and opinion of judges' decisions (if a competition).
 - d. Gauge reactions of people around you. Listen to comment and conversation; interview people who have something to say.
 - e. Allow yourself sufficient time for a thorough, appreciative appraisal.
3. When preparing the assignment, read other reviews of the same exhibition, if possible, to use as a comparison with or corroboration of your own opinion.

continued:-



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Art Exhibition Review continued...

Presentation:

1. Begin with the relevant details in the first couple of sentences. Answer journalistic questions – What? Who? When? Where? Why? How? Weave this information into an attention-getting introduction. Do not hurry through this information – all of it is essential to your audience.
2. Give overall impression, admitting the point of view which you bring to this assignment so that the audience understands; but do not apologise for it.
3. Try to capture, in words, the atmosphere of the exhibition. Select only a couple of outstanding paintings on which to focus attention. Arouse the interest of your audience in the artist and the work, using diagrams of technique or prints of the artist's other works if applicable.
4. You could comment on the effectiveness of the pre-exhibition publicity.
5. Remember the limited attention span of any audience dealing with an entirely new subject and make your presentation as interesting, as varied and as lively as possible
6. Conclude with your reasoned opinion and recommendations (if any).
7. Your notes should contain only factual information, in order to ensure accuracy.

NOTE: Give your evaluators your evaluation sheets and the **Guidelines for the Art Exhibition Review** prior to the meeting and reclaim them at the conclusion.



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PROJECT 2: Art Exhibition Review – Evaluation

DATE: _____ TITLE: _____

TIME STATED: _____ TIME TAKEN: _____

To the evaluator: It is most important that you read the guidelines for this speech. Remember that the speaker may not have a great knowledge of art. This is an exercise to encourage the continuing member to try a different type of assignment. Do not be over-critical if the speaker does not show a great appreciation of paintings and does not always use the proper terms. This is the speaker's view of the exhibition.

Comment on the following points:

How well was the review organised? Was information clearly and memorable given? _____

Was the speaker audible and interesting? Did the speaker give a good, strong introduction?

Describe the descriptive abilities of the speaker. Did they create the atmosphere of the exhibition? How much detail was given? _____

Were the speaker's criticisms reasoned or over-emotional? _____

Did the speaker use and credit other reviewers? _____

Presentation of visual aids - Were they large enough? Relevant? Necessary? _____

Natural reference to notes for accuracy: _____

Overall impression of success of review: _____

Assets of speaker, especially in this assignment: _____

Evaluator's signature: _____



Development Program

PROJECT 3: Concert Review

(Time 6-9 minutes)

Purpose:

This is an exercise in constructive criticism and to share the event of a live performance with others who did not attend.

Benefit:

Develops evaluation techniques in situations other than speech making.

Preparation:

- Note the items on the program, if possible, and research the composer(s) and the artists.
- Describe the event. What was the type of concert and its purpose – special occasion, series or festival? Was the program balanced – for those not so familiar with the music, for popular appeal, for more serious music lovers or for a younger audience? Did the program proceed smoothly?
- Describe the venue. Was it suitable for the type of performance; were the acoustics adequate; were there distracting noises such as audience coughing or traffic? Did the prevailing conditions interfere with listening? Were the seats comfortable?
- Describe the audience – size, attentiveness, age group, appreciation of the performance.
- Describe the performance. What was your overall feeling and evaluation of the concert? There is no need for technical language, as a descriptive phrase can convey a mood more clearly. Did you like the concert? Give clear and reasoned opinions why or why not.

Presentation:

Observe the advice given in other speech guidelines, especially those of Level 2 Project 6 Research Speech. This is an advanced assignment. Notes should merely be used for outlining the review and for facts which must be accurate.

1. Do not read your written review. Audience rapport is essential.
2. Quote reviewers' opinions if you need to compare your individual impression with that of another; but you must give credit for those used.
3. Conclude the review by stating whether you would recommend the performance to others.

NOTE: Give your evaluator your evaluation sheet prior to the meeting and reclaim it at the conclusion.



Development Program

PROJECT 3: Concert Review – Evaluation

DATE: _____ TITLE: _____

TIME STATED: _____ TIME TAKEN: _____

To the evaluator: Read the guidelines carefully and prepare an evaluation guideline before the meeting. Remember that this is still a speech, as well as a constructive analysis of a performance. Read through the speaker’s previous evaluations and ascertain from personal contact the member’s particular aims for this assignment. **DO NOT GIVE YOUR OWN OPINION OF THE CONCERT.**

Analysis of the organisation of the review, the content, the audience rapport and the enthusiasm of the speaker: _____

Comment on:

Voice, mannerisms, pace and delivery throughout the presentation: _____

The use of notes: _____

Use of reviewers’ opinions: _____

Overall impression: _____

Suggestions for improvement: _____

Evaluator’s signature: _____



Development Program

PROJECT 4: Film Review

(Time 6-9 minutes)

Purpose:

To prepare and present a constructive criticism of a film.

Benefits:

Develops evaluation techniques in situations other than speech making.

Preparation:

- Discover such details as - name of theatre, price of admission, length of run.
- Have reliable background information on the film – why and when it was made, the name of the producer and director, and members of the cast.
- See the film with an open mind.
- At the screening you must try to form clear and reasoned opinions on why you liked or disliked the:
 - a. Storyline and script
 - b. Casting and particular performance of an actor
 - c. Setting
 - d. Wardrobe and property co-ordinators
 - e. Musical theme if applicable
- When preparing the review, be ruthless. Prune material. Do not relate the story in all its detail. Briefly sketch important characters. Include only those parts of the film which highlight a fine performance or demonstrate a particular fault.
- Compare personal opinions with professional criticism. Be sure the audience knows whose opinions are being given, because every reviewer has a bias.
- Comment should also be made on how faithful the film is to the book or stage play on which it is based, if applicable, the type of message it conveys and its suitability to certain audiences.

Presentation:

1. Review the notes on presentation given in the earlier projects.
2. Suit language to your audience. Do not use technical movie-making terms unless you are certain that the audience understands them.
3. Present your review with enthusiasm.

Variations:

Have various members concentrate on separate aspects of the film. The entire speaking program could then be directed around this assignment.

NOTE: Give your evaluator your evaluation sheet prior to the meeting and reclaim it at the conclusion.



Development Program

PROJECT 4: Film Review – Evaluation

DATE: _____ TITLE: _____

TIME STATED: _____ TIME TAKEN: _____

To the evaluator: Familiarise yourself with the detail of this assignment which is designed for presentation by an experienced member. Voice and handling of notes should be of a high standard and may not need a great deal of comment. Concentrate on the organisation of the relevant information.

Did the speaker address the Chairman and the audience? _____

Was the information regarding the film presented in an interesting and informative way?

How was the speech presented? What was the speaker's overall knowledge of the film, its production and the cast? _____

Comment on:

The manner in which the speaker summed-up and any recommendations made as to how the film could have been improved: _____

Platform presence and voice: _____

Conclude the evaluation by saying if the attention of the audience appeared to have been held and whether or not you have been encouraged to see the film: _____

Evaluator's signature: _____



Development Program

PROJECT 5: Play / Theatre Review

(Time 6-9 minutes)

Purpose:

To practise constructive criticism after thorough observation of a theatrical performance.

Benefits:

Develops evaluation techniques in situations other than speech making.

Preparation:

- Before seeing the play, collect critics' articles in the media, but do not read them at this stage. Familiarise yourself with the format of reviews by listening to radio reviews and reading reviews of other plays. Assess the effectiveness of any advertising.
- At the performance, arrive early enough in a refreshed state so that you can read the program details. Take a notebook to jot down memorable features to incorporate in your review later.
- When writing the review, include relevant information on the play, e.g. the name of the playwright, the cast, the producer, the director, the venue, the cost of admission. Answer these questions:
 - a. What is the genre of the play (e.g. drama, thriller, comedy, farce, restoration comedy, tragedy)?
 - b. Were the sets effective, adding to the atmosphere or relevance of the play?
 - c. Were the lighting, costumes, music, dancing successful?
 - d. Does the style of presentation suit the play?
 - e. Is the play suited to a particular type of audience?
 - f. Were the actors successful in convincing the audience of their roles?
 - g. Was the timing of the dialogue professional?
 - h. Note any other points which pertain to the play.

Presentation:

Observe the advice given in other speech guidelines, especially those of Level 2 Project 6 Research Speech. This is an advanced assignment. Notes should merely be used for outlining the review and for facts which must be accurate.

1. Do not tell the story of the play; just give a very general idea of the plot.
2. Do not read your written review. Audience rapport is essential.
3. Quote reviewers' opinions if you need to compare your individual impression with that of another, but you must give credit for those used.
4. Conclude the review by stating whether you would recommend the play to others.

NOTE: Give your evaluator your evaluation sheet prior to the meeting and reclaim it at the conclusion.



Development Program

PROJECT 5: Play / Theatre Review – Evaluation

DATE: _____ TITLE: _____

TIME STATED: _____ TIME TAKEN: _____

To the evaluator: Read the guidelines carefully and prepare an evaluation guideline before the meeting. Remember that this is still a speech, as well as a constructive analysis of a theatrical performance. Read through the speaker’s previous evaluations and ascertain from personal contact the member’s particular aims for this assignment. **DO NOT GIVE YOUR OWN OPINION OF THE PLAY.**

Analysis of the organisation of the review, the content, the audience rapport and the enthusiasm of the speaker: _____

Comment on:

Voice, mannerisms, pace and delivery throughout the presentation: _____

The use of notes: _____

Use of reviewers’ opinions: _____

Overall impression: _____

Suggestions for improvement: _____

Evaluator’s signature: _____



Development Program

PROJECT 6: Book Review

(Time 6-9 minutes)

Purpose:

Learn to give an in-depth critical analysis describing the essence and worth of a book.

Benefits:

- Increase knowledge and enjoyment of reading.
- Learn to read with an analytical mind and to summarise the main theme.
- Develops ability to interpret the author's purpose and style.

NOTE: A book review differs from a book report in that a book review must reveal your own thoughts and opinions. You not only describe details of the book, but express your own reactions and judgements. The book review is given from your point of view – the way you feel about it is as important as the factual details.

Preparation:

- Choose a book you enjoy or one that you take issue with and read with an analytical approach. Read once, then reread, taking notes.
- Make an outline. A book review is like any other speech in that it needs an introduction, a body and a conclusion. Plan your remarks carefully.
- Plan an attention getting first statement. Then give the name, author, publication date, where the book may be purchased and the price.
- The body of the review should assess the value of the book from your personal viewpoint. Comment on the author's life, qualifications and writing style. Back up your remarks with examples of other reviews, if available, giving credit to the reviewer quoted. Feel free to disagree with other reviews. This is YOUR critical assessment of the book and the author's style of writing.
- Comment on type of book; what the story is about and how it is developed; the characters and how portrayed; the setting – when and where it takes place; style of writing suitable to the plot and theme of the book.
- Summarise your review and conclude with a flourish, referring back to the introduction to round out your performance.

Presentation:

- Speak with confidence. Careful rehearsal will give the air of confidence needed. Practise until you are comfortable with the material. Use notes but do not read except for chosen excerpts.
- Handle the book carefully so that it will not become a barrier between you and the audience. Ensure the selected excerpts have been carefully marked so they can be readily found at the proper time. Put the book down when not being used to emphasise a point.

continued:-



Development Program

Book Review continued...

- Use good eye contact and make the audience a part of the presentation.
- Avoid monotony by changing the pace of speaking to keep the attention of the listeners. Use pauses effectively, allowing the audience time to absorb your appraisal of the book. Above all, be honest in your appraisal.
- Use natural, not forced gestures. Although this is a book review, all the techniques of a good speech apply.
- Show your enjoyment of the assignment. The audience will enjoy listening if you show enthusiasm. Accept the challenge to convince others to read and enjoy this particular work.

NOTE: Give your evaluators your evaluation sheets and the **Guidelines for the Book Review** prior to the meeting and reclaim them at the conclusion.



Development Program

PROJECT 6: Book Review – Evaluation

DATE: _____ TITLE: _____

TIME STATED: _____ TIME TAKEN: _____

To the evaluator: Read the guidelines carefully and prepare an evaluation guideline before the meeting. Remember that this is still a speech, as well as an in-depth critical analysis describing the essence and worth of a book. Read through the speaker’s previous evaluations and ascertain from personal contact the member’s particular aims for this assignment. **DO NOT GIVE YOUR OWN OPINION OF THE BOOK.**

Comment on:

Knowledge of the material: _____

Use of colourful, descriptive language: _____

Clear understanding of the main theme of the book: _____

Critical assessment of author’s purpose/style: _____

Synopsis of plot: _____

Eye contact/natural gestures: _____

Organisation of material: _____

Audience reaction: _____

Evaluator’s signature: _____



Development Program

PROJECT 7: Book Report

(Time 3-5 minutes)

Purpose:

Report briefly on a book, its author, skeletal plot and reasons why the audience should read this particular book.

Benefits:

- Affords an opportunity to entice others to read and enjoy books.
- Increases personal knowledge and enjoyment of books and develops ability to share that knowledge with others.
- Develops ability to condense detailed information into a concise format.

NOTE: A book report differs from a book review in that it is shorter and presents a less critical analysis of the book, while at the same time arousing potential reader interest. This speech will require careful selection of material and logical arrangement so it has audience appeal and encourages members to obtain and read the book for themselves. The same structure may be used for reporting on a film, play or other theatre production.

Preparation:

- Choose a book you have read and would recommend to others. You will need information about the author, publisher, date of publication, price and where it may be purchased.
- Make an outline to include an introduction, body and conclusion. Plan the report carefully following the outline.
- Plan to display the book and make an exciting introduction. Give pertinent details about the general theme of the book.
- Give the qualifications of the author; explain the setting and time period used. Make brief comments about the plot and main characters. Select one or two very short excerpts to read that will illustrate the writing style of the author. Briefly explain the main theme, omitting enough to entice the audience to read the book. Prepare a concise synopsis of the plot, excluding the climax to whet the appetite of your listeners. Edit carefully as it is easy to have too much material for this assignment – give just enough information to cause the audience to want more.
- Give reasons why you recommend this book. Refer back to your introductory statements.

Presentation:

- Speak with confidence. Careful rehearsal will allow you to perform this assignment with ease. Be conversant with the material and enthusiastic about the book. Use notes; do not read except when reading selected excerpts.

continued:-



Development Program

Book Report continued...

- Handle the book easily and do not allow it to become a barrier between you and the audience. Show it at the beginning and end of the presentation and use it to read the selected excerpts, having carefully marked them so that they can be easily found. When not using – put it down. The book should be an extension of the presentation, not a barrier.
- Use appropriate gestures. Body language and natural gestures will make the presentation more interesting.
- Vary pace of speaking. Use pauses to best advantage to allow the audience to absorb what you are telling them.
- Enjoy your assignment. The more your enjoyment shows, the more successful you will be in enticing the audience to read the book,

NOTE: Give your evaluators your evaluation sheets and the **Guidelines for the Book Report** prior to the meeting and reclaim them at the conclusion.



Development Program

PROJECT 7: Book Report – Evaluation

DATE: _____ TITLE: _____

TIME STATED: _____ TIME TAKEN: _____

To the evaluator: You should have thoroughly read the guidelines for this assignment. Remember that this is a book report only, not a book review, with the aim of encouraging other members to read the book presented. This speaker is becoming more experienced but may need to use printed or written material to present accurate information.

Comment on:

How did the speaker create interest in the book at the beginning of the speech? Was information given about the book? Was this effective? _____

Was the report organised in a clear, logical and satisfying way? _____

Were opinions given in a fair manner? _____

Voice, vocabulary, pace: _____

What was the effectiveness of any oral reading performed? _____

Was the book exhibited in a manner comfortable for the audience? _____

Did the speaker conclude strongly? _____

Did the speaker achieve the aim of this assignment? _____

Suggestions for improvement: _____

Evaluator's signature: _____



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NOTES