TSF CLUB

IGNITING THE SPEAKER IN YOU

TSF CLUB MANUAL

A Practical Manual to Organize TSF Club

An initiative of Think Sustainability Foundation

www.tsfclub.org | www.thinksustainability.in

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Created & nurtured by
Think Sustainability Foundation (TSF)
Founder: Pradeep P. K.

Reg. Office: Door No. MP VI 387H, Amba Prasad Building,
Opp: Itoozhi Ayurveda, PO: Mayyil, Dist: Kannur, Kerala – 670 602
Contact: +91 9731568056 (WhatsApp)
Website: www.tsfclub.org | www.thinksustainability.in

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1. INTRODUCTION TO TSF CLUB

TSF Club is an initiative of Think Sustainability Foundation. It provides a free, supportive platform for college students and professionals to form clubs and develop confident communication and leadership skills through a “Learning by Doing” approach. Members meet regularly, deliver prepared speeches, take on meeting roles, practise impromptu speaking, and give constructive evaluations in a respectful environment. The program addresses the widespread need for stronger oral communication skills that employers value highly.

2. VISION, MISSION & VALUES

VISION

A world where anyone can master communication skills and unlock their true potential.

MISSION

To provide a free, supportive platform where students and professionals practise communication skills to build confidence and leadership skills.

CORE VALUES

- Supportive Learning Environment
- Respect & Courtesy
- Continuous Improvement
- Integrity & Honesty
- Learning by Doing

A TSF CLUB MEMBER’S PROMISE

As a member of TSF Club, I promise…

- To attend club meetings regularly and punctually;
- To prepare all speech projects and meeting roles to the best of my ability;
- To provide fellow members with helpful, constructive evaluations;
- To help maintain a positive, friendly, and respectful environment;
- To take on meeting roles and leadership responsibilities when asked;
- To treat fellow members and guests with respect and courtesy;
- To invite others who can benefit from the club;
- To adhere to the guidelines of the TSF educational program;
- To maintain honest and highly ethical standards in all club activities.

3. HOW TO FORM A TSF CLUB & SELECT OFFICE BEARERS

A TSF Club can be started in any college or professional group. Ideal size is 15–20 members (minimum 10, maximum 20) so that everyone gets regular speaking and role opportunities.

STEPS TO FORM A CLUB

- Gather 10–20 interested students or professionals who want to improve communication skills.
- Visit www.tsfclub.org and submit a request to start a new club (or search for an existing one).
- Choose an attractive name for the Club, if it is a new club.
- Choose a regular meeting frequency (weekly, bi-weekly or monthly) and a fixed venue/time.
- Elect or appoint the office bearers listed below for a defined term (e.g., one semester or one year).
- Schedule the first meeting, assign roles, and begin with Speech 1A for new members.
- Use the website to record attendance, roles, speech progress and to download certificates.

SELECTING OFFICE BEARERS

Office bearers should be willing, responsible members who can dedicate time to the club. They may be elected by members or appointed by consensus for the first term. Rotate roles periodically so leadership experience is shared.

Club Chair Person

Overall responsibility for maintaining a healthy, active and well-run club. Presides over meetings when required, represents the club externally, ensures office bearers fulfil their duties, motivates members, and works with the Director – Training to keep the educational programme on track. The Chair sets the tone for a supportive culture.

Club Vice Chair Person

Supports the Club Chair Person in all duties and takes full charge of the club during the Chair's absence. Assists with meeting planning, member engagement and special events. Often prepares to succeed the Chair in a later term.

Director – Training

Responsible for the educational quality of the club. Mentors new members, schedules speeches according to the learning levels, tracks each member's progress, organises training sessions or workshops, and ensures evaluation standards remain high and constructive.

Director – Membership

Attracts and enrols new members, maintains an up-to-date membership list, follows up with members who miss meetings, and works to keep retention high. Creates a welcoming experience for guests and new joiners.

Director – Media

Handles all publicity and external communication. Manages social media, prepares promotional material, publicises club achievements and events, and builds a positive public image of the club within the college or organisation.

Director – Admin

Manages practical logistics: booking and preparing the meeting venue, arranging materials (timer cards, ballots, manuals), recording attendance, coordinating with the website for schedules and records, and supporting other office bearers with administrative tasks.

4. THE CLUB MEETING & STANDARD AGENDA

Meetings are the heart of the TSF experience. They are structured, timed and supportive. Typical duration is 60–90 minutes. Below is the standard agenda with detailed guidance for each item.

1. Club Chair Person – Opening Remarks

The Club Chair Person opens the meeting on time, welcomes members and guests, briefly states the purpose of TSF Club if guests are present, and introduces the Meeting Chair who will conduct the rest of the session. Keep this segment to 1–2 minutes.

2. Meeting Chair – Introduces Functionaries

The Meeting Chair takes charge, greets the audience, and introduces the Timekeeper, Grammarian and Meeting Critique. Each person may stand briefly. The Meeting Chair explains that these roles help the meeting run smoothly and provide valuable feedback.

3. Meeting Chair – Introduces Prepared Speakers

The Meeting Chair introduces each prepared speaker in turn (name, speech title/project, and evaluator). Give a warm, concise introduction (15–20 seconds) that builds anticipation without revealing the content of the speech.

4. Speakers Deliver Prepared Speeches (4–6 minutes each)

Usually three speakers present. Each speech is timed. The Timekeeper shows Green, Amber and Red signals. After each speech the audience applauds. The Meeting Chair thanks the speaker and invites the next one.

5. Evaluators Give Feedback

Each evaluator first restates the speech objectives, then gives a balanced verbal evaluation (strengths first, then one or two specific suggestions). Evaluations are typically 2–3 minutes. Written comments are also recorded in the speaker's manual.

6. Impromptu Session (1–2 minutes per speaker)

The Impromptu Lead runs this segment. Members speak for 1–2 minutes on randomly selected topics. This trains quick thinking and clear organisation under time pressure. See the dedicated Impromptu guidelines later in this manual.

7. Meeting Critique – Reports

The Timekeeper reports times, the Grammarian reports language observations, and the Meeting Critique gives an overall evaluation of the meeting (what went well and what can improve). Keep the total segment concise (4–6 minutes).

8. Voting for Best Speaker and Best Impromptu Speaker

Before the meeting concludes, members vote for Best Prepared Speaker and Best Impromptu Speaker of the session. Voting may be done by show of hands, ballot slips or any simple method agreed by the club. The Meeting Chair collects or notes the votes and announces the winners. This recognition encourages members and celebrates excellence in a positive, supportive way.

9. Club Chair Person – Closing

The Club Chair Person announces the winners (if not already announced by the Meeting Chair), states the date, time and venue of the next meeting, nominates or confirms the next Meeting Chair, thanks everyone for participating, and formally adjourns the meeting.

5. MEETING ROLES – SUMMARY

Detailed guidelines for Timekeeper, Grammarian and Meeting Critique appear after the Impromptu section. A quick overview of all roles is given here.

Meeting Chair — Conducts the meeting smoothly, introduces participants and keeps the agenda moving.
Meeting Critique — Observes the whole meeting and gives balanced feedback at the end.
Impromptu Lead — Prepares topics and runs the impromptu session with energy.
Grammarian — Notes excellent language use and any grammatical issues or filler words.
Timekeeper — Times every segment and gives Green / Amber / Red visual signals.
Speakers — Prepare and deliver speeches according to the assigned project; bring this manual.
Speech Evaluators — Read objectives beforehand and give constructive verbal + written evaluation.

6. THE TSF CLUB EXPERIENCE & GETTING STARTED

Strong oral communication skills are highly valued by employers. TSF Club provides structured, repeated practice in a supportive environment. You learn by doing — preparing speeches, filling roles, evaluating others and receiving feedback.

HOW IT WORKS

There are no instructors grading you. Members learn by studying this manual, practising and helping one another. Your greatest learning comes from the 16 prepared speeches across four levels and from filling meeting roles. Each prepared speech is 4–6 minutes. After every speech an evaluator gives verbal and written feedback. After completing each Level you may download a Level Completion Certificate from www.tsfclub.org.

GETTING STARTED AS A NEW MEMBER

- Ask the Club Chair or Director – Training for a mentor.
- Request to be scheduled for Speech 1A (Introductory Speech) as soon as possible.
- Read the project description and evaluation guide carefully before preparing.
- Practise aloud, record yourself and present to your mentor or a friend.
- Bring this manual to every meeting when you speak so the evaluator can write comments.

7. PREPARED SPEECH – LEARNING LEVELS

Speech length for all projects: **4 to 6 minutes**

Level	A	B	C	D
Level 1 Basic	Introductory (Ice Breaker)	Organize Your Speech	Get to the Point	How to Say It
Level 2 Intermediate	Social 1 Connecting	Social 2 Storytelling	Informative 1 Clear Explanation	Informative 2 Visual Support
Level 3 Advanced	Persuasive 1 Building a Case	Persuasive 2 Call to Action	Humorous 1 Light-hearted	Humorous 2 Entertaining
Level 4 Mastery	Research & Speak 1	Research & Speak 2	Research & Speak 3	Research & Speak 4

Download Level Completion Certificates from www.tsfclub.org after finishing each level. Complete all four levels to earn recognition as a TSF Club Master Communicator.

8. LEVEL 1 – BASIC

Building the Foundation of Confident Speaking

SPEECH 1A: THE INTRODUCTORY SPEECH (Ice Breaker)

Executive Summary: *Your first prepared talk. Introduce yourself so the audience gains insight into your background, interests and ambitions.*

OBJECTIVES

- Begin speaking before an audience with reduced fear.
- Discover existing strengths and areas that need attention.
- Give the audience a clear, interesting picture of who you are.
- Practise a simple opening–body–conclusion structure.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Select 3–4 interesting aspects of your life and weave them into a story.
- Write and memorise a strong opening sentence and a memorable closing.
- Practise aloud several times; present to a mentor or friend first.
- Use brief note cards only if needed — avoid reading a full script.
- Dress neatly so you feel confident; take a deep breath before starting.

SPEECH EVALUATION TIPS

- Be encouraging; new speakers need confidence more than criticism.
- Start with genuine strengths before offering any suggestion.
- Keep suggestions specific and limited to one or two key points.
- Help the speaker look forward to the next speech.

EVALUATION GUIDE – SPEECH 1A

Evaluation Questions	Comments / Rating
What strong points does the speaker already have?	_____
How well did the audience get to know the speaker?	_____
Did the speech show adequate preparation?	_____
Was the speaker clear and audible?	_____
Was there a definite opening, body and conclusion?	_____
How effective was the use of notes (if any)?	_____
What could the speaker have done differently?	_____
What did you especially like about the presentation?	_____

SPEECH 1B: ORGANIZE YOUR SPEECH

Executive Summary: *Good organisation helps the audience follow and remember your message.*

OBJECTIVES

- Select an organisational pattern that fits the topic.
- Make the central message clear; all support must contribute to it.
- Use appropriate transitions between ideas.
- Create a captivating opening and a memorable conclusion.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Choose one clear organisational pattern (chronological, topical, problem-solution, etc.).
- Limit yourself to three main points maximum.
- Write the opening and conclusion first; then fill the body.
- Practise transitions out loud so they sound natural.
- Time yourself to stay within 4–6 minutes.

SPEECH EVALUATION TIPS

- Check whether the organisational pattern was obvious to the listener.
- Note whether the opening truly captured attention.
- Comment on the clarity of main points and the strength of the conclusion.

EVALUATION GUIDE – SPEECH 1B

Evaluation Questions	Comments / Rating
Was the organisational pattern clear and suitable?	_____
Did the opening capture attention and lead into the topic?	_____
Were the main points easy to identify and follow?	_____
Was supporting material relevant and helpful?	_____
Were transitions between ideas smooth?	_____
Did the conclusion reinforce the message effectively?	_____
What could improve the organisation further?	_____
What did you like about the structure and delivery?	_____

SPEECH 1C: GET TO THE POINT

Executive Summary: *Every speech needs a general purpose and a specific purpose. Clarity of purpose improves impact.*

OBJECTIVES

- Determine clear general and specific purposes.
- Organise the speech so every part serves those purposes.
- Project sincerity and conviction; manage nervousness.
- Speak with minimal reliance on notes.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Write your specific purpose as one sentence from the audience's viewpoint.
- Choose a topic you genuinely care about.
- Ensure every point and example serves the specific purpose.
- Practise speaking from key-word notes rather than a full script.

SPEECH EVALUATION TIPS

- Ask yourself: could a listener state the specific purpose in one sentence?
- Note whether the speaker appeared convinced by their own message.
- Comment on note usage and overall focus.

EVALUATION GUIDE – SPEECH 1C

Evaluation Questions	Comments / Rating
Was the general purpose clear?	_____
Was the specific purpose clear and focused?	_____
Did the organisation support the specific purpose?	_____
Did opening, body and conclusion reinforce the purpose?	_____
Did the speaker appear confident and sincere?	_____
How well did the speaker manage notes?	_____
Suggestions for sharper focus or stronger conviction?	_____
What did you like most about this speech?	_____

SPEECH 1D: HOW TO SAY IT

Executive Summary: *Word choice and arrangement determine clarity, vividness and credibility.*

OBJECTIVES

- Select clear, accurate, descriptive and preferably short words.
- Use rhetorical devices (simile, metaphor, alliteration, triads) effectively.
- Eliminate jargon, clichés and unnecessary words; use correct grammar.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Rewrite replacing vague words with concrete ones.
- Read the draft aloud and cut long or complicated sentences.
- Add at least one simile, metaphor or triad where natural.
- Remove filler phrases.

SPEECH EVALUATION TIPS

- Listen for concrete images versus vague generalities.
- Note any effective rhetorical devices.
- Point out jargon or filler if it distracted.

EVALUATION GUIDE – SPEECH 1D

Evaluation Questions	Comments / Rating
Were words clear, concrete and vivid?	_____
Did sentence length aid understanding?	_____
Were rhetorical devices used effectively?	_____
Was jargon or filler language minimised?	_____
Was grammar generally accurate?	_____
Did the language help the audience ‘see’ the message?	_____
Suggestions for stronger or simpler wording?	_____
What language choices did you particularly enjoy?	_____

9. LEVEL 2 – INTERMEDIATE

Connecting with People and Informing Clearly

SPEECH 2A: SOCIAL SPEECH 1 – CONNECTING WITH PEOPLE

Executive Summary: *Build rapport through warmth, appropriate personal sharing and inclusive language.*

OBJECTIVES

- Deliver a speech that creates genuine connection.
- Use a warm, conversational yet well-structured style.
- Include personal elements that invite the audience in.
- Maintain strong eye contact and positive body language.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Choose a topic that naturally invites connection.
- Practise a conversational tone while keeping clear structure.
- Plan moments of direct eye contact with different parts of the room.

SPEECH EVALUATION TIPS

- Assess whether you felt personally included by the speaker.
- Note body language and eye contact quality.

EVALUATION GUIDE – SPEECH 2A

Evaluation Questions	Comments / Rating
Did the speaker create a sense of connection?	_____
Was the tone warm yet structured?	_____
Were personal elements appropriate and effective?	_____
How strong was eye contact and body language?	_____
Did the audience feel included?	_____
Suggestions for deeper rapport?	_____
What did you like most about the connection created?	_____

SPEECH 2B: SOCIAL SPEECH 2 – STORYTELLING

Executive Summary: *Structure a story with clear beginning, turning point and resolution that carries a takeaway.*

OBJECTIVES

- Tell a well-structured story (beginning – middle – end).
- Use vivid description and, where helpful, dialogue.
- Ensure the story has a clear point or lesson.
- Engage the audience emotionally without losing clarity.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Outline: setup → turning point → resolution → takeaway.
- Add sensory details so listeners can visualise scenes.
- Practise pausing before key moments.

SPEECH EVALUATION TIPS

- Check that the story structure was easy to follow.
- Note the most vivid or emotionally effective moment.

EVALUATION GUIDE – SPEECH 2B

Evaluation Questions	Comments / Rating
Was the story structure clear?	_____
Were descriptions vivid?	_____
Was the takeaway clear?	_____
Did the speaker use pacing and pauses effectively?	_____
Did the story hold attention throughout?	_____
Suggestions for stronger storytelling?	_____
What moment was most effective?	_____

SPEECH 2C: INFORMATIVE SPEECH 1 – CLEAR EXPLANATION

Executive Summary: *Teach the audience something new or deepen understanding with clarity and logical structure.*

OBJECTIVES

- Select a useful or interesting topic for the audience.
- Organise information so it is easy to follow and remember.
- Use clear explanations, examples and analogies.
- Define any technical terms; avoid unnecessary jargon.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Limit to 3 main points; support each with an example or analogy.
- Define any unavoidable technical terms simply.
- Test clarity by explaining the content to a non-expert friend.

SPEECH EVALUATION TIPS

- Ask: could a listener summarise the main points afterward?
- Note whether examples and analogies aided understanding.

EVALUATION GUIDE – SPEECH 2C

Evaluation Questions	Comments / Rating
Was the topic relevant and interesting?	_____
Was the information clearly organised?	_____
Were explanations and examples helpful?	_____
Was language appropriate?	_____
Could a listener summarise the main points?	_____
Suggestions for greater clarity?	_____
What made this informative speech effective?	_____

SPEECH 2D: INFORMATIVE SPEECH 2 – USING VISUAL SUPPORT

Executive Summary: *Integrate simple visual aids so they clarify and reinforce without dominating.*

OBJECTIVES

- Select or create simple, relevant visual aids.
- Integrate visuals smoothly into the spoken content.
- Ensure visuals support rather than replace the speech.
- Handle aids confidently while maintaining audience connection.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Keep visuals simple — one key idea per slide or object.
- Practise the physical handling of any prop or clicker.
- Speak to the audience, not to the screen or object.

SPEECH EVALUATION TIPS

- Judge whether visuals clarified or distracted.
- Note eye contact while visuals were shown.

EVALUATION GUIDE – SPEECH 2D

Evaluation Questions	Comments / Rating
Were the visual aids simple, clear and relevant?	_____
Did the speaker integrate them smoothly?	_____
Did visuals support rather than distract?	_____
Did the speaker maintain audience connection?	_____
Was handling of aids confident?	_____
Suggestions for better visual support?	_____
What worked especially well?	_____

10. LEVEL 3 – ADVANCED

Persuading and Entertaining with Purpose

SPEECH 3A: PERSUASIVE SPEECH 1 – BUILDING A CASE

Executive Summary: *Present a clear position supported by credible evidence and logical reasoning.*

OBJECTIVES

- State a clear position or recommendation.
- Support it with credible evidence and sound reasoning.
- Acknowledge and respond to at least one counter-argument.
- Maintain a respectful, confident tone.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- State your position early and clearly.
- Gather 2–3 solid pieces of evidence.
- Anticipate one reasonable opposing view and address it fairly.

SPEECH EVALUATION TIPS

- Check that the position was unmistakable.
- Evaluate the quality and relevance of evidence.

EVALUATION GUIDE – SPEECH 3A

Evaluation Questions	Comments / Rating
Was the speaker's position clearly stated?	_____
Was evidence credible and relevant?	_____
Was reasoning logical?	_____
Was an opposing view acknowledged fairly?	_____
Was the tone respectful yet confident?	_____
Suggestions for a stronger case?	_____
What was most persuasive?	_____

SPEECH 3B: PERSUASIVE SPEECH 2 – CALL TO ACTION

Executive Summary: *Move the audience from agreement to a specific, realistic action.*

OBJECTIVES

- Present a compelling reason for the audience to act.
- Make the desired action clear and achievable.
- Use both logical and appropriate emotional appeals.
- Close with a strong, memorable call to action.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Make the requested action specific and realistic.
- Show why acting now matters.
- Write and memorise a powerful final sentence.

SPEECH EVALUATION TIPS

- Judge whether the action was clear and realistic.
- Note the strength of the final call to action.

EVALUATION GUIDE – SPEECH 3B

Evaluation Questions	Comments / Rating
Was the need for action made clear?	_____
Was the requested action specific and realistic?	_____
Were logical and emotional appeals balanced?	_____
Was the closing call to action strong?	_____
Did the speech motivate consideration of action?	_____
Suggestions for a more compelling call?	_____
What element most motivated action?	_____

SPEECH 3C: HUMOROUS SPEECH 1 – LIGHT-HEARTED DELIVERY

Executive Summary: *Use appropriate, inclusive humour to increase likeability while keeping the message clear.*

OBJECTIVES

- Deliver a speech that includes appropriate humour.
- Keep humour relevant to topic and audience.
- Maintain good timing and natural delivery.
- Ensure the core message remains clear.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Choose humour that is inclusive and unlikely to offend.
- Practise timing — pause after a humorous line.
- Keep the underlying message visible.

SPEECH EVALUATION TIPS

- Note whether humour felt natural and appropriate.
- Comment on timing and audience response.

EVALUATION GUIDE – SPEECH 3C

Evaluation Questions	Comments / Rating
Was the humour appropriate and inclusive?	_____
Was humour relevant to the topic?	_____
How was the speaker's timing?	_____
Did humour support rather than overshadow the message?	_____
Did the audience respond positively?	_____
Suggestions for better humorous effect?	_____
What humorous moment worked best?	_____

SPEECH 3D: HUMOROUS SPEECH 2 – ENTERTAINING WITH PURPOSE

Executive Summary: *Combine entertainment with a worthwhile underlying point.*

OBJECTIVES

- Entertain while delivering a clear underlying message.
- Use stories, observations or gentle self-deprecation effectively.
- Control pacing and pause for audience reaction.
- End on a positive, memorable note.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Decide the serious point first, then build entertaining material around it.
- Use gentle self-deprecation rather than targeting others.
- Plan pauses to allow laughter or reaction.

SPEECH EVALUATION TIPS

- Assess balance between entertainment and purpose.
- Note pacing and use of pauses.

EVALUATION GUIDE – SPEECH 3D

Evaluation Questions	Comments / Rating
Was the speech both entertaining and purposeful?	_____
Was the underlying message clear?	_____
How effective were stories or self-deprecation?	_____
Did the speaker use pauses and pacing well?	_____
Was the ending positive and memorable?	_____
Suggestions for stronger entertainment or message?	_____
What did you enjoy most?	_____

11. LEVEL 4 – MASTERY

Research & Speak – Demonstrating Depth and Credibility

Demonstrate the ability to research thoroughly, synthesise complex material and present it with clarity and credibility. Each successive speech should show growth.

SPEECH 4A: RESEARCH & SPEAK 1

Executive Summary: *Select a substantive topic requiring genuine research, use credible sources, organise clearly and deliver with confidence. Show progressive improvement.*

OBJECTIVES

- Choose a topic that requires research beyond personal experience.
- Use credible sources and present information accurately.
- Organise complex material into a clear structure.
- Deliver with good vocal variety, eye contact and presence.
- Demonstrate continuous improvement from earlier research speeches.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Select a topic you can research with reliable sources.
- Synthesise — do not simply list facts; show insight.
- Cite sources briefly and naturally while speaking.
- Practise until complex material sounds clear and conversational.

SPEECH 4B: RESEARCH & SPEAK 2

Executive Summary: *Select a substantive topic requiring genuine research, use credible sources, organise clearly and deliver with confidence. Show progressive improvement.*

OBJECTIVES

- Choose a topic that requires research beyond personal experience.
- Use credible sources and present information accurately.
- Organise complex material into a clear structure.
- Deliver with good vocal variety, eye contact and presence.
- Demonstrate continuous improvement from earlier research speeches.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Select a topic you can research with reliable sources.
- Synthesise — do not simply list facts; show insight.
- Cite sources briefly and naturally while speaking.
- Practise until complex material sounds clear and conversational.

SPEECH 4C: RESEARCH & SPEAK 3

Executive Summary: *Select a substantive topic requiring genuine research, use credible sources, organise clearly and deliver with confidence. Show progressive improvement.*

OBJECTIVES

- Choose a topic that requires research beyond personal experience.
- Use credible sources and present information accurately.
- Organise complex material into a clear structure.
- Deliver with good vocal variety, eye contact and presence.
- Demonstrate continuous improvement from earlier research speeches.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Select a topic you can research with reliable sources.
- Synthesise — do not simply list facts; show insight.

- Cite sources briefly and naturally while speaking.
- Practise until complex material sounds clear and conversational.

SPEECH 4D: RESEARCH & SPEAK 4

Executive Summary: *Select a substantive topic requiring genuine research, use credible sources, organise clearly and deliver with confidence. Show progressive improvement.*

OBJECTIVES

- Choose a topic that requires research beyond personal experience.
- Use credible sources and present information accurately.
- Organise complex material into a clear structure.
- Deliver with good vocal variety, eye contact and presence.
- Demonstrate continuous improvement from earlier research speeches.

Time: 4–6 minutes

SPEECH PREPARATION TIPS

- Select a topic you can research with reliable sources.
- Synthesise — do not simply list facts; show insight.
- Cite sources briefly and naturally while speaking.
- Practise until complex material sounds clear and conversational.

SPEECH EVALUATION TIPS

- Judge the quality and credibility of research.
- Look for insight beyond mere summary of sources.
- Compare with earlier research speeches for visible growth.

EVALUATION GUIDE – RESEARCH & SPEAK (4A–4D)

Evaluation Questions	Comments / Rating
Did the topic require genuine research?	_____
Were sources credible and information accurate?	_____
Was complex material organised clearly?	_____
Did the speaker show insight, not just summary?	_____
How strong were vocal variety, eye contact and presence?	_____
What improvement is visible compared with earlier research speeches?	_____
Suggestions for deeper research or clearer delivery?	_____
What was most impressive about this speech?	_____

12. EVALUATE YOUR PROGRESS

Regular self-assessment is essential for growth. After you complete Level 2 and again after Level 4, set aside quiet time to reflect honestly on your development. Use the rating scale below (1 = needs significant work, 3 = satisfactory, 5 = strong). For every area you rate 3 or lower, write one specific, measurable goal and a target date. Review your earlier evaluation forms and note patterns. Discuss your self-assessment with your mentor or the Director – Training. Celebrate improvement and adjust your practice accordingly.

SELF-RATING FORM

- Selecting and narrowing topics: 1 2 3 4 5 Goal & target date: _____
- Organising content clearly: 1 2 3 4 5 Goal & target date: _____
- Opening and closing effectively: 1 2 3 4 5 Goal & target date: _____
- Using supporting material: 1 2 3 4 5 Goal & target date: _____
- Word choice and vivid language: 1 2 3 4 5 Goal & target date: _____
- Vocal variety (pitch, pace, volume, pauses): 1 2 3 4 5 Goal & target date: _____
- Body language and eye contact: 1 2 3 4 5 Goal & target date: _____
- Using notes appropriately / speaking without notes: 1 2 3 4 5 Goal & target date: _____
- Handling nervousness: 1 2 3 4 5 Goal & target date: _____
- Responding to evaluations and applying feedback: 1 2 3 4 5 Goal & target date: _____
- Evaluating others constructively: 1 2 3 4 5 Goal & target date: _____
- Filling meeting roles confidently: 1 2 3 4 5 Goal & target date: _____

13. IMPROMPTU SESSION

The Impromptu Session trains members to think and organise thoughts quickly and to speak clearly without prior preparation. Each participant speaks for **1–2 minutes** on a topic selected at random.

GUIDELINES FOR THE IMPROMPTU LEAD

- Prepare 8–12 topics in advance. Topics should be varied: light-hearted, reflective, opinion-based, situational and relevant to students/professionals. Avoid overly personal, controversial or embarrassing topics.
- Write each topic clearly on a separate slip or card, or display them one at a time.
- Explain the rules briefly: speakers have a few seconds to gather thoughts, then speak for 1–2 minutes. The Timekeeper will signal.
- Invite volunteers first; if necessary, draw names randomly so everyone participates over time.
- Allow the speaker a moment of silence after receiving the topic — do not rush them.
- Keep energy positive. Thank each speaker and encourage applause.
- Watch the overall time so the session does not overrun the agenda.
- If a speaker freezes, offer a gentle prompt or the option to pick a different topic, then move on gracefully.
- At the end you may briefly highlight one or two techniques that worked well without formal individual evaluation.

Tips for speakers: Pause briefly, state one clear point, support it with a short example or reason, and conclude cleanly. A simple structure (point – reason – example – close) works well under time pressure.

14. ROLE GUIDE: TIMEKEEPER

The Timekeeper ensures that every segment of the meeting stays within its allotted time. Accurate timing protects the agenda and trains speakers to respect limits — a vital professional skill.

RESPONSIBILITIES

- Obtain a clear list of timed segments and their limits from the Meeting Chair before the meeting starts.
- Use a reliable timer (stopwatch or phone) and prepare Green, Amber and Red signal cards (or lights).
- Start timing the moment the speaker begins speaking (not during the introduction).
- Display the appropriate colour signal at the correct moment (see table below).
- Record the exact time taken by each speaker, evaluator and impromptu participant.
- At the end of the meeting, stand and deliver a concise Timekeeper's report: state each person's time and whether they were within, under or over the limit.
- Remain neutral and friendly; never interrupt a speaker mid-sentence to force a stop.

SIGNAL TIMING (Prepared Speeches 4–6 minutes)

Signal	When to Show	Meaning
GREEN	At 4 minutes	You have reached the minimum time. You may continue.
AMBER	At 5 minutes	One minute remaining. Begin moving toward your conclusion.
RED	At 6 minutes	Time is up. Conclude within the next few seconds.

For Impromptu speeches (1–2 minutes): show Green at 1:00, Amber at 1:30, Red at 2:00. For evaluations (approx. 2–3 minutes): agree signals with the Meeting Chair in advance.

15. ROLE GUIDE: GRAMMARIAN

The Grammarian helps members improve their use of language. You listen carefully throughout the meeting and report both excellent language and opportunities for improvement.

RESPONSIBILITIES

- Before the meeting, choose a “Word of the Day” (optional but recommended) — an interesting, useful word. Announce it at the start and encourage members to use it.
- Listen attentively to every speaker, including those in roles and impromptu.
- Note examples of excellent vocabulary, vivid imagery, effective rhetorical devices and clear expression.
- Also note grammatical errors, incorrect word usage, over-used filler words (um, uh, like, you know, basically, actually) and awkward phrasing.
- Keep notes brief and specific (quote the phrase if possible).
- At the end of the meeting deliver a short, constructive report (2–3 minutes): highlight 2–3 strong language moments first, then mention 1–2 gentle suggestions for improvement. Avoid embarrassing anyone.
- Remain positive and encouraging. The goal is growth, not criticism.

REPORT STRUCTURE SUGGESTION

1. Word of the Day – who used it and how.
2. Language highlights – two or three specific compliments.
3. One or two gentle observations for improvement (filler words, grammar, clarity).
4. Encouraging closing sentence.

16. ROLE GUIDE: MEETING CRITIQUE

The Meeting Critique provides an overall evaluation of how the meeting was conducted. Your feedback helps the club improve its processes, timing, atmosphere and member experience.

RESPONSIBILITIES

- Observe the entire meeting from start to finish with a constructive mindset.
- Take brief notes on: start time, flow of the agenda, quality of introductions, energy level, audience engagement, handling of transitions, and whether the meeting finished on time.
- Note both what went well and what could be improved. Be specific.
- At the end of the meeting, after the Timekeeper and Grammarian reports, deliver a balanced verbal evaluation (3–4 minutes).
- Begin with strengths of the meeting. Then offer one to three practical suggestions. End on an encouraging note.
- Comment on the performance of roles (Meeting Chair, Impromptu Lead, etc.) in a supportive way.
- Never single out a prepared speaker's content for criticism — that is the Speech Evaluator's job. Focus on meeting process and atmosphere.

SUGGESTED REPORT STRUCTURE

1. Overall impression of the meeting atmosphere and energy.
2. What went especially well (specific examples).
3. One to three suggestions for smoother or more effective future meetings.
4. Encouraging close that thanks participants and looks forward to the next meeting.

17. PROJECT COMPLETION RECORD

Have the Director – Training or Club Chair initial and date each completed speech. This record is used to claim Level Certificates.

Speech	Topic	Date	Evaluator	Initial
1A Introductory				
1B Organize				
1C Get to the Point				
1D How to Say It				
2A Social 1				
2B Storytelling				
2C Informative 1				
2D Visual Support				
3A Persuasive 1				
3B Call to Action				
3C Humorous 1				
3D Humorous 2				
4A Research 1				
4B Research 2				
4C Research 3				
4D Research 4				

18. LEVEL COMPLETION CERTIFICATES & WEBSITE

After completing all four speeches in a Level, log in to www.tsfclub.org and download your Level Completion Certificate. The website also allows members and office bearers to view and create meeting schedules, confirm attendance and roles, accept new-member requests, track individual progress and access training resources.

Completing all four Levels earns recognition as a TSF Club Master Communicator — demonstrating consistent practice, growth and commitment.



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