

Advanced Manual – Special Occasion Speeches

Mastering the Toast

Objectives: Recognize the characteristics of a toast.
Present a toast honoring an occasion or person.

Time: 2-3 minutes

Speaking in Praise

Objectives: Prepare a speech praising or honoring someone, either living or dead.
Address five areas concerning the individual and his/her accomplishments.
Include anecdotes illustrating points within the speech.

Time: 5-7 minutes

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: 3-5 minutes

Presenting an Award

Objectives: Present an award with dignity and grace.
Acknowledge the contributions of the recipient.

Time: 3-4 minutes

Accepting an Award

Objectives: Accept an award with dignity, grace and sincerity.
Acknowledge the presenting organization.

Time: 5-7 minutes