

# *Your Pocket Guide to Competent Communicator (CC)*

How do you achieve a goal? Make sure it is realistic, specific, in writing, and has a deadline...and make sure you have a plan!

Earning your CC is both specific and realistic. Just pick a completion date and use this Pocket Guide as your plan. Make small, consistent progress, check off ✓ your accomplishments, and soon your goal will be a reality.

Here's a helpful hint: take few minutes to look through your **Competent Communication Manual** Read the objectives of each project and jot down ideas as they come to mind. Then when the time comes for you to work on that project, you'll already have one or more ideas to pursue.

<input type="checkbox"/>	<b>1. The Ice Breaker</b> <ul style="list-style-type: none"><li>✓ To begin speaking before an audience</li><li>✓ To discover speaking skills you already have and skills that need attention</li></ul>	<b>Four to Six Minutes</b>
<input type="checkbox"/>	<b>2. Organize Your Speech</b> <ul style="list-style-type: none"><li>✓ Select an appropriate outline which allows listeners to easily follow and understand your speech</li><li>✓ Make your message clear, with supporting material directly contributing to that message</li><li>✓ Use appropriate transitions when moving from one idea to another</li><li>✓ Create a strong opening and conclusion</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>3. Get to the Point</b> <ul style="list-style-type: none"><li>✓ Select a speech topic and determine its general and specific purposes</li><li>✓ Ensure the beginning, body and conclusion reinforce the purposes</li><li>✓ Project sincerity and conviction and control any nervousness you may have</li><li>✓ Strive not to use notes</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>4. How to Say It</b> <ul style="list-style-type: none"><li>✓ Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly</li><li>✓ Use rhetorical devices to enhance and emphasize ideas</li><li>✓ Eliminate jargon and unnecessary words. Use correct grammar</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>5. Your Body Speaks</b> <ul style="list-style-type: none"><li>✓ Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose</li><li>✓ Make your body language smooth and natural</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>6. Vocal Variety</b> <ul style="list-style-type: none"><li>✓ Use voice, volume, pitch, rate and quality to reflect and add meaning and interest to your message</li><li>✓ Use pauses to enhance your message</li><li>✓ Use vocal variety smoothly and naturally</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>7. Research Your Topic</b> <ul style="list-style-type: none"><li>✓ Collect information about your topic from numerous sources</li><li>✓ Carefully support your points and opinions with specific facts, examples and illustration gathered through research</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>8. Get Comfortable with Visual Aids</b> <ul style="list-style-type: none"><li>✓ Select visual aids that are appropriate for your message and the audience</li><li>✓ Use visual aids correctly with ease and confidence</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>9. Persuade With Power</b> <ul style="list-style-type: none"><li>✓ Persuade listeners to adopt your viewpoint or ideas or to take some action</li><li>✓ Appeal to the audience's interests</li><li>✓ Use logic and emotion to support your position</li><li>✓ Avoid using notes</li></ul>	<b>Five to Seven Minutes</b>
<input type="checkbox"/>	<b>10. Inspire Your Audience</b> <ul style="list-style-type: none"><li>✓ To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement</li><li>✓ Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama</li><li>✓ Avoid using notes</li></ul>	<b>Eight to Ten Minutes</b>