**Speaking Club Organization and Operation Plan**

**Objectives**

1. To improve overall oral proficiency & fluency
2. To develop formal and public speech skills
3. To broaden intellectual horizons through reciprocal enlightenment and interdependent learning

**Presentation**: format, topics & rules

1. Each member speaks for 10 minutes uninterrupted.
2. Topics are not limited, but whatever it is, try to make it easy, interesting, clear, and informative to others as well

(academic theories, news articles, books, videos, personal thoughts on various issues)

1. Presentation can take various forms: ppt, handout, outline, entirely oral
2. Try to include visuals, but not necessarily under time constraints.
3. Each presentation is followed by a 10 minute feedback session, equally divided between the other 2 members who are not presenting.
4. Content and form are both important: topics, language, presentation skills (eye contact, gesture, voice, logical clarity, articulation, pronunciation, style, word choice, facial expressions, entertainment, etc.)
5. Consciously choose to speak formally and academically, but don’t be bogged down by grammar

**Feedback**

1. Feedback should be given both verbally and in writing (form to be created).
2. Feedback should be specific, honest, encouraging, respectful, polite, useful, and constructive.
3. Feedback should be balanced: start with positive feedback, elaborate on weaknesses/areas for improvement, and wrap up with specific, helpful suggestions/advice.
4. Members should be open-minded, receptive, and appreciative of feedback.
5. Remember that all feedback is well-meant to help you improve your English skills. So don’t let any negative feedback affect your ego.

**Evaluation**

* Create an evaluation form to facilitate evaluation, collect long-term data, and provide balanced & itemized feedback.

Initial assessment:- record each presentation for the presenter’s own review and for longitudinal comparison & analysis purposes: compare the very first presentation to later presentations

Mid-term assessment: perform joint assessments/evaluations for all members by periodically reviewing the progress of individual members

Video-recording of presentations once in a while to monitor all of the aspects to presentations, attitudes, habits, etc. Use the videos in the joint regular evaluation sessions.

**Others**

1. Focus more on oral delivery than on preparing the presentation materials given time limits
2. List up key vocabulary with plain English definitions and provide possibly images or other useful resources when the topic is cognitively challenging or complicated to non-expert members
3. When possible, email to other members the PPT files, articles, links to resources, and other materials in advance so that other members can familiarize themselves to the topic.
4. If you wish to speak about relatively complicated topics, in depth, choose one of the two strategies: limit the key concepts to present to 2-3 and go in-depth or break the presentation into multiple parts in a series.
5. Stay positive, engaged, confident, supportive, and passionate!

**Extra**

1. In our conscious efforts to master academic or formal speech skills, we can collect and pool such skills, vocabulary, common expressions, etc. that we find individually as we go.
2. Under dire circumstances (?), you can just come totally unprepared and just talk away the allotted 10 minutes. Just try to make it rather formal and organized. Make the most of the ten minutes that you have available to you as if you were improvising a short speech.
3. Also under challenging circumstances or if you simply prefer, you can jot down a few notes from anything that you have read or are reading, e.g., news article, books, scriptures, journal articles, etc. This will make it much simpler and easier to prepare a talk. It will definitely take a huge load off and make this project manageable and viable.
4. Speaking about what you know or read makes an enormous difference in the way the knowledge and information from the reading gets integrated, stored, and retained in your brain! It even stimulates your thinking process and you find yourself coming up with great ideas as you talk about something! Sometimes, you find yourself sounding smarter than you really are as you talk because your thoughts evolve as you talk. So let’s get talking!