The After-Dinner Speech Assignment Sheet

Background: The after-dinner speech is a talk following a meal at which a group had gathered. May have a serious purpose or it may be designed to give entertainment—depends on your purpose and governed by the occasion, objective, and reason for remarks. In this speech, you will practice giving an after-dinner speech more commonly referred to as a toast. Your time limit is 4-5 minutes.

Purpose: The purpose of this assignment is to determine an appropriate purpose for an after-dinner speech, and adapt a speech topic to a specific setting.

Audience: The audience for your speech is your peers and the teacher for evaluation.

Task: The key to a successful presentation is delivery and topic choice. Choose an occasion to set the stage for your speech.

Procedure: Use the boxes to check off items as you complete them.

1. Take notes on your teacher’s instructions and examples. This will be a valuable tool in planning and organizing your presentation.
2. Select something suitable and interesting that you can adapt to the occasion and audience and develop from the following: Best Friends, A success story, Ten years from now, To the happy couple, A better world for all, or Of all the sad words
3. Decide what type of presentation you want to make (inform, persuade, entertain)
4. Plan to use little to no notes when presenting. No visual aid is necessary.
5. After-dinner speeches DO NOT include critically important information—we just ate! Can impart information or persuasion, but designed to celebrate and entertain.
6. Conclusion MUST be strong!—feeling of enjoyment/satisfaction for audience. Summaries are most common type, but attention-getting materials or anecdotes work as well. Tie intro to conclusion. KEEP IN MIND THE PURPOSE!
7. Make a final evaluation of your outline before you decide it’s ready for presentation.
8. Rehearse your speech aloud in front of a mirror or friends/family. Memorize the speech’s sequence of events. Rehearse more.
9. Become familiar with the rubric for evaluating so you know what the teacher is looking for.
10. Review the schedule of speaking. Be prepared on your assigned day.
11. REHEARSE, REHEARSE, AND REHEARSE AGAIN! Remember the mirror!
12. On your assigned presentation day, be sure to have TWO copies of your outline!
13. See the teacher with any questions of concerns. Refer to your calendar for due dates.

My presentation date: ________________________________