

Improved Communications Seminar Outline  
October 4 – November 22, 2016

Date	Meeting Theme Or Workshop/Lecture	TM or Leader/Presenter	TT Theme or Workshop/Lecture	TTM or Leader/Presenter
10/4*	Speech Organization	Marcia	Controlling the Fear	Craig
10/11	How to Introduce a Speaker	Peter	Use of Humor	Marcia
10/18*	Selecting Speech Topics	Peter	Body Language	Craig
10/25	Effective Evaluations	Joel, Craig, Peter. Marcia	Effective Evaluations	Butch, Pam, Brian, John
11/1*	Speech Language	Joel	Effective Listening	Don
11/8	Use of Voice	Butch	Use of Notes	Joel
11/15*	Great Speech Titles	John C.	Audience Analysis	Don
11/12	Graduation	ICS Participants	Self-Improvement	ICS Participants

\*With normal NWTM Meeting – others are devoted totally to Improved Communications Seminar

The “workshops/lectures” may be either 5 minute How-to Speeches or they can be 10 minute workshops in which the ICS participants get involved. Reference material is available – see Marcia and check [www.NWTM.org](http://www.NWTM.org). These occur at the meetings which are not regular NWTM meetings.

The TM of the regular meeting should provide helpful material relevant to the requested theme during their warm-up and throughout the meeting.

Likewise, the TTM should solicit helpful material from the Table Topic Speakers through careful selection of the Table Topic questions relevant to the requested theme. The TTM is not expected to lecture about the selected subject, and only add needed information if the carefully chosen question fail to elicit it from the TT speakers.