



**EFFECTIVE SPEAKING  
CERTIFICATION**

Send this form to your Chaplain/PD Program manager upon completion of the program.

6/2020

The individual member must meet the qualifications listed below to certify in Effective Speaking. NOTE: These requirements do not have to be done solely through Women of Today activities but may be accomplished in other organizations, career, etc. Send this completed form to the **Personal Development Program Manager**, postmarked no later than April 1st. Please print or type information clearly; topic/titles must be included, except for icebreakers.

Name \_\_\_\_\_

Chapter \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date Completed \_\_\_\_\_

\_\_\_ **Icebreaker** – introduce yourself, lead the Pledge of Allegiance or Women of Today Creed

Date \_\_\_\_\_

\_\_\_ **Impromptu** – two (2) to five (5) minute speech on a topic that is given to the participant a few minutes in advance, these topics can be decided upon by your program manager and should be fun.

Topic \_\_\_\_\_

\_\_\_ **Report** – this can be a report given at the chapter meeting on an upcoming project, a project that has been completed, an officer report, or committee report.

Topic: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ **Prepared Speech** – this is a four (4) to six (6) minute prepared speech; the topic shall be the choice of the participant, and presenter should encourage members to participate and offer suggestions for improvements.

Topic: \_\_\_\_\_ Date \_\_\_\_\_

**Please print or type information clearly.  
Topics/titles must be included, except ice breaker.**