



## Confidence While Communicating Speak-Off Script

*For use at the local, council or regional level.*

# CWC SPEAK-OFF PRESENTATION SCRIPT

Good (insert the word: morning, afternoon, or evening) and welcome to the (insert the word: local, council, or regional) CWC speak-off competition.

IAIP has developed many excellent programs for continuing education and professional development. Confidence While Communicating (CWC) is IAIP's public speaking course, designed to develop and enhance the communication skills of the participants. It is considered one of IAIP's most prestigious and popular development programs. Graduates of the CWC course are eligible to participate in speak-off competitions.

Each contestant has the opportunity to develop their stage presence, their thought organization, and their presentation methods. This competition can only enhance the contestant's abilities in his or her chosen career and in the association. You can demonstrate your support of these contestants by following the audience rules printed in the handout you received.

This (insert the word: morning, afternoon, or evening) we have (insert the number of contestants competing) contestants who have won their (insert the word: local or council) speak-off, in order to compete for the (insert the word council or regional) title. Our winner today will represent our (insert the word: local, council or region) in the CWC speak-off at (insert the word: council, regional, or international) convention.

Our contestants are now gathered in a separate room and have drawn numbers to determine the order in which they will speak.

The format for the competition is as follows:

I will introduce each contestant as they enter the room from \_\_\_\_\_. Please welcome the speaker with your applause and continue to clap until they have reached the podium.

Each speaker will present a three minute prepared speech on one of the following topics: claims, current property and casualty issues, current life and health issues, education, networking or legislation and how it directly relates to the insurance industry or their involvement in the association.

At the conclusion of the prepared speech, I will give a brief bio of the contestant. The speaker will then be asked to give a one-minute impromptu speech.

Please extend your appreciation by applauding once the contestant has completed the impromptu speech and has exited the room.

I will announce the times for both the prepared and impromptu speeches, once the speaker has left the room.

Our timekeepers, (insert names of timekeepers), are seated in the front of the room and will assist us by prompting the contestants by the sound of a bell. Will the timekeepers please sound the bell?

For the three minute prepared speech, a prompt signal will be given at 2 minutes, 45 seconds. For the one-minute impromptu, the signal will be given at 55 seconds.

One penalty point is assessed for prepared speeches over 3 minutes, 15 seconds and less than 2 minutes, 45 seconds. Impromptu penalties are assessed for speeches over 1 minute, 5 seconds and less than 55 seconds.

Contestants may use notes, but may not have written text. Ten points will be deducted for any speech that is read.

There are a few points of courtesy we ask our audience to remember:

- There should be no talking or whispering during any speech
- Absolutely no photographs are allowed during the competition. We will have time for photo opportunities at the completion of the speak-off.
- Please leave your cell phones and beepers in SILENT mode
- There should be no outward reactions from the audience as times are announced for the speeches
- And finally, please do not enter or exit the room during a contestant's speech. Committee members are posted both inside and outside of the room to monitor traffic. If you must leave the room, please do so between speakers.

Our contestants have spent many months with their coaches, mentors, program leaders and friends preparing for this event. Today (or insert the word: tonight), everyone in this room will be able to enjoy their efforts and show our support and appreciation by adhering to the points of courtesy I have just mentioned.

We will now begin our CWC speak-off competition. Please welcome our first contestant.

## Audience Rules

CWC Etiquette:

- No entering or leaving the room during a speech
- No moving around the room during a speech
- No whispering or talking during a speech
- No outward reaction when the times are announced
- No photos taken during the competition
- All cell phones need to be silenced

## Questions?

If you have any questions, contact us!

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