

Competent Communication (225)

1. The Ice Breaker
2. Organize Your Speech
3. Get to the Point
4. How to Say It
5. Your Body Speaks
6. Vocal Variety
7. Research Your Topic
8. Get Comfortable with Visual Aids
9. Persuade with Power
10. Inspire Your Audience

Communicating on Television (226-J)

1. Straight Talk
2. The Talk Show
3. When You Are the Host
4. Press Conference
5. Training on Television

Discussion Leader (226-D)

1. The Seminar Solution Speech
2. The Round Robin Speeches
3. Pilot A Panel Discussion
4. Make It Make Believe (Role-Playing)
5. The Workshop Leader

Entertaining Speaker (226-A)

1. The Entertaining Speech
2. Resources for Entertainment Speech
3. Make Them Laugh Speech
4. A Dramatic Talk Speech
5. Speaking After Dinner

Humorously Speaking (226-O)

1. Warm Up Your Audience
2. Leave Them With a Smile
3. Make Them Laugh
4. Keep Them Laughing
5. The Humorous Speech

Interpersonal Communication (226-M)

1. Conversing with Ease
2. The Successful Negotiator
3. Diffusing Verbal Criticism
4. The Coach
5. Asserting Yourself Effectively

Interpretive Reading (226-L)

1. Read a Story
2. Interpretive Reading
3. The Monodrama
4. The Play
5. The Oratorical Speech

Persuasive Speaking (226-I)

1. The Effective Salesperson
2. Conquering the "Cold Call"
3. The Winning Proposal
4. Addressing the Opposition
5. The Persuasive Leader

Professional Speaker (226-G)

1. The Keynote Address
2. Speaking to Entertain
3. The Sales Training Speech
4. The Professional Seminar
5. The Motivational Speech

Public Relations (226-C)

1. The Public Relations Speech
2. Resources for Goodwill Speech
3. The Persuasive Approach Speech
4. Speaking Under Fire
5. The Media Speech

Speaking to Inform (226-B)

1. The Speech to Inform
2. Resources for Informing Speech
3. The Demonstration Talk
4. A Fact-Finding Report
5. The Abstract Concept Speech

Special Occasion Speeches (226-N)

1. Mastering the Toast
2. Speaking in Praise
3. The Roast
4. Presenting an Award
5. Accepting an Award

Specialty Speeches (226-E)

1. Speech off the Cuff
2. Uplift the Spirit Inspirational Speech
3. Sell A Product
4. Read Out Loud (from a literary work)
5. Introducing a Speaker

Speeches by Management (226-F)

1. The Briefing
2. The Technical Speech
3. Manage and Motivate
4. The Status Report
5. Confrontation: Adversary Relationship

Storytelling (226-K)

1. The Folk Tale
2. Let's Get Personal
3. The Moral of the Story
4. The Touching Story
5. Bringing History to Life

Technical Presentations (226-H)

1. The Technical Briefing
2. The Proposal
3. The Non-technical audience
4. Presenting a Technical Paper
5. The Team Technical Presentation

How it Works

Toastmasters uses a series of manuals, each with speech projects, to allow the members to learn various aspects of public speaking. Each manual explains the details of the project plus has a page for the speech evaluator to use for offering feedback to the speaker.

The Competent Communication manual (aka. the Basic Manual) is used first by all new Toastmasters members. Once this manual is completed, the member earns the Competent Communicator (CC) award. This manual may be repeated as often as desired. A new CC award is earned with each completion.

The other fifteen advanced manuals are used for the Advanced Communicator (AC) awards. There are three AC award levels: Bronze, Silver and Gold. Each level requires the completion of two advanced manuals that are done for the first time by the member. Once all fifteen advanced manuals are completed, the member may repeat any of them to earn additional AC awards. The AC awards, in order, are: ACB, ACS and ACG. The ACS and ACG awards have criteria beyond the completion of the advanced manuals.

Most speech projects in the manuals are from five to seven minutes long. However, some speech projects are as short as three minutes and some speech projects are as long as forty minutes.

For More Information



Basic and Advanced Manuals