

# Toastmasters International

Volume 1, Issue 1, March 2010

## Competent Communicator Manual

Preview of the Competent Communicator Manual  
(The Basic TT Manual – The First 10 Speeches).

- Every Toastmaster receives this manual with their "New member" packet.
- You choose the topic and content. Toastmasters helps you focus on various components of public speaking.

## Standard Timing & Speaker Notifications

Type of Event	GREEN Card	YELLOW Card	RED Card
Table Topics	1:00	1:30	2:00
Speech #1	4:00	5:00	6:00
Speech #2 – #9	8:00	10:00	11:00
Speech #10	8:00	10:00	11:00
Breakouts	2:00	2:30	3:00

## Communication Speaking Objectives

### Speech #1: The Ice Breaker

- To begin speaking before an audience.
- To help you understand what areas require particular emphasis in your speaking development.
- To introduce yourself to your fellow club members.

### Speech #2: Organize Your Speech

- To organize your thoughts into a logical sequence that leads the audience to a clearly defined goal.
- To select an appropriate outline that allows listeners to understand your speech.
- To make your message clear with supporting material directly contributing to that message.

### Speech #3: Get the Point

- To select a topic and determine its general and specific purposes.
- To organize the speech in a manner that best achieves those purposes.
- To project sincerity and conviction and control any nervousness.

### Speech #4: Say The Say-It

- To select the right words and sentence structure to communicate your ideas clearly, accurately and vividly, and to eliminate unnecessary jargon.
- To use rhetorical devices to enhance and emphasize ideas.

### Speech #5: Your Body Speech

- To learn the value of gestures and body movements as part of speech.
- To use body movements, facial expressions, and eye contact.

### Speech #6: Visual Mastery

- To use voice volume, pitch, rate and quality to reflect and add meaning to your message.

### Speech #7: Persuade Your Topic

- To collect information about your topic from numerous sources.
- To carefully support your points and opinions with specific facts, examples and illustrations gathered through research.

### Speech #8: Get Comfortable With Visual Aids

- To select visual aids that are appropriate for your message and the audience.
- To learn the value of props in speaking and use them effectively.

### Speech #9: Persuade With Power

- To present a talk that persuades the audience to accept your proposal and viewpoint.
- To achieve this persuasive effect by appealing to the audience's self-interest, building a logical foundation for agreement, and arousing emotional commitment to your cause.

### Speech #10: Inspire Your Audience

- To understand the mood and feelings of your audience on a particular occasion.
- To put those feelings into words and inspire the audience, using all the techniques learned so far.

# Toastmasters Basic Communicator Manual

**Ian Pickup**

## Toastmasters Basic Communicator Manual:

**The Complete Idiot's Guide to Assertiveness** Jeff Davidson MBA, CMC, 1997-09-01 You're no idiot of course You excel at your job raise great kids and even participate in local organizations But when it comes to asserting yourself in tricky situations you feel like hiding under your desk Stand up and be heard The Complete Idiot's Guide to Assertiveness provides you with step by step guidelines for asserting yourself with everyone from your kids to your boss Feel confident about negotiating with your landlord speaking up at a town meeting and even telling your mother in law that you don't want to come over for dinner

*Raising a Toast* Pramit Pratim Ghosh, 2021-02-05 Raising a Toast is a compilation of 20 speeches that I had the good fortune of delivering in my journey as a Toastmaster Most of these speeches have sprung from my personal anecdotes some funny some thought provoking Few speeches will tell you stories of past and present of people and places through my eyes And then there are a couple of speeches that raise some questions for you and me to reflect upon But one common link that binds them all is the stage of Toastmasters where they found life Each of these speeches gave me an opportunity to pen down some burning message inside of me to share my story to any audience which was willing to listen to connect with those who took back something from what I had to say Raising a Toast is a humble attempt to carry these anecdotes these stories these questions from the conventional stage to the paperback stage Written with the sole agenda of reaching out to more souls out there who are willing to listen And with the hope that when they read this they get inspired to share their set of stories with the world

**I Found Mine** Mohammed R. Zawad, 2017-05-11 One man's journey towards finding his passion As most people who finally took the plunge can relate sooner or later you have to stand on the ledge that separates danger and opportunity from security and stagnation It then becomes a question of what direction to jump In I Found Mine Mohammed Zawad shares with us the stories that made him Jump Perhaps the most striking thing about this book is Mohammed's talent for incorporating his life experiences and lessons into helping readers to understand his message All the stories are personal and relatable regardless of the reader's background What's noteworthy is how he gives you a glimpse of his personal life the good the bad and the ups and downs His candour about his successes and failures make the book a fabulous read Mohammed Zawad possesses an amazing ability to inspire encourage and motivate people to seek out and follow their dreams I Found Mine is for everyone whether it's someone who wishes to learn a new skill wants to go back to school or is looking for an entirely new career but is not sure where to start

**The Toastmasters International Guide to Successful Speaking** Jeff Slutsky, Michael Aun, 1997 For everyone who needs to communicate effectively before groups from two to 2 000 this volume teaches readers the best places to start and how to build their speaking experiences while enhancing their careers business reputations and serving the community Includes tips techniques and strategies made famous by Toastmaster's International

**Public Speaking with Power Passion Purpose** Kathiravan M Pethi (Kadri), Dr. Dilip R Abayasekara, 2023-08-15 Public Speaking with Power Passion Purpose

*Advanced Communication and Leadership*

*Program* ,1992    Toastmasters Secret Ramakrishna Reddy,2015-04-03 Toastmaster s Secret is a complete guide to really get the maximum leverage out of the Competent Communicator program Based on experience of a committed toastmaster who has taken effort to create speeches as suggested by manual this step by step guide shows you how to craft speeches using a reference table where project speeches are given on one side and objectives are pointed on the other side It has explanation on selection of topics delivery preparation and much more    *A Master Guide to Public Speaking* Robert Leo Montgomery,1979 Provides advice on techniques of speaking confidently and successfully in public    **Speak Like a Pro** Margaret McAuliffe Bedrosian,1994    *Instructor's Resource Manual/Test Bank with Teaching Tool for Cw* John Skinner,George Grice,2003-06    Bulletin - U.S. Coast Guard Academy Alumni Association United States Coast Guard Academy. Alumni Association,1982    *Job Search for the Technical Professional* David J. Moore,1991-08-29 Tailored to engineers and scientists whether they seek an entry level or senior level position The author who has 14 years recruiting experience offers techniques and strategies proven to be successful in finding a technical level position Topics include communications and interpersonal skills such as interviewing listening and presenting an image the importance of evaluating a job legal rights search and career consultants    **Inside Magazine** ,2008    **The Philippine Revenue Journal** ,1981

The Permaculture Activist ,2004    *Speaking Your Way to the Top* Marjorie Brody,1998 With endorsements from two of the largest and most influential public speaking groups the National Speakers Association and Toastmasters International this book is a professional s key to success in the workplace From job interviews to multimedia presentations the way people present themselves and their thoughts can make or break their career But they don t have to be a professional performer to give a great presentation everything they need to know is right here Popular trainer and keynote speaker Marjorie Brody leads readers step by step through planning preparing and delivering presentations of all types Readers will learn about the homework they should do first how to organize a presentation and develop the content interesting ways to use data how to grab attention and establish credibility plus a wealth of other valuable information Interested in team presentations Client meetings Conference speaking Brody describes what it takes to make each one successful But that s not all She also provides dozens of ways to summarize and remember the most important ideas including planning sheets quick reviews and lists of tips and techniques This book should be on the bookshelves of anyone who needs to present in their professional career Part of the Essence of Public Speaking Series    Language and Society ,1993    The Commonwealth ,1989    *American Book Publishing Record Cumulative, 1950-1977: Title index* R.R. Bowker Company. Department of Bibliography,1978

**Arkansas Highways** ,1974

## **Toastmasters Basic Communicator Manual** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the energy of words has been much more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Toastmasters Basic Communicator Manual**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall impact on readers.

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