

Toastmasters International

(Please Print, DMZ Toastmasters)

Competent Communicator Manual

Preview of the Competent Communicator Manual
(The Basic TI 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 - #5	5:00	6:00	7:00
Speech #10	8:00	9:00	10:00
Evaluation	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 To 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: How To 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 Speaks

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

Speech #6: Vocal Variety

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

Speech #7: Research 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

David J. Moore



Toastmasters Basic Communicator Manual:

Whispering the Techniques of Language: An Emotional Quest through **Toastmasters Basic Communicator Manual**

In a digitally-driven world where displays reign great and quick conversation drowns out the subtleties of language, the profound strategies and psychological subtleties hidden within phrases usually move unheard. However, located within the pages of **Toastmasters Basic Communicator Manual** a fascinating fictional value sporting with natural thoughts, lies an exceptional quest waiting to be undertaken. Written by a talented wordsmith, that marvelous opus encourages viewers on an introspective trip, lightly unraveling the veiled truths and profound influence resonating within ab muscles material of every word. Within the psychological depths of the emotional evaluation, we can embark upon a sincere exploration of the book is core subjects, dissect its interesting writing type, and yield to the powerful resonance it evokes strong within the recesses of readers hearts.

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Toastmasters Basic Communicator Manual Introduction

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