

Toastmaster Manuals

Communication and Leadership Program

	Time	Co
1. Icebreaker	4-6	
<ul style="list-style-type: none">• 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		
2. Speak With Sincerity	5-7	
<ul style="list-style-type: none">• To convince the audience of your earnestness, sincerity and conviction on a subject you thoroughly understand.• To confront and control any nervousness you may have.		
3. Organize Your Speech	5-7	
<ul style="list-style-type: none">• To organize your thoughts into a logical sequence that leads the audience to a clearly defined goal.• To build a speech outline that includes an opening, body and conclusion.		
4. Show What You Mean	5-7	
<ul style="list-style-type: none">• To learn the value of gesture and body movements as part of a speech.• To explore the different ways of using body language.• To develop a sense of timing and natural smooth body movement.		
5. Vocal Variety	5-7	
<ul style="list-style-type: none">• To explore the use of voice volume, pitch, rate and quality as assets to your speaking.• To apply the principles of a well-developed voice to a particular speech.		
6. Work With Words	5-7	
<ul style="list-style-type: none">• To gain an understanding of the functions and uses of the spoken word.• To select precisely the right words required to communicate your ideas clearly, vividly and appropriately.• To avoid common mistakes in word use.		
7. Apply Your Skills	5-7	
<ul style="list-style-type: none">• To bring together and apply the communication skills you have learned in the preceding projects.• To organize your speech in a logical manner, following one of the suggested outlines.• To research the facts needed to support your speech.• To make a personal evaluation of your progress.		
8. Add Impact to Your Speech	5-7	
<ul style="list-style-type: none">• To learn the value of props in speaking.• To learn how to use props effectively in your presentation.		
9. Persuade with Power	5-7	
<ul style="list-style-type: none">• To present a talk that persuades the audience to accept your proposal or 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..		
10. Inspire Your Audience	8-10	
<ul style="list-style-type: none">• 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 you have learned so far.		

Communication and Leadership Program New Version		Time	Co
1. Icebreaker	<ul style="list-style-type: none"> To begin speaking before an audience. To discover speaking skills you already have and skills that need some attention. 	4-6	
2. Organize Your Speech	<ul style="list-style-type: none"> Select an appropriate outline which allows listeners to easily follow and understand your speech. Make your message clear, with supporting material directly contributing to that message. Use appropriate transitions when moving from one idea to another. Create a strong opening and conclusion. 	5-7	
3. Get to the Point	<ul style="list-style-type: none"> Select a speech topic and determine its general and specific purposes. Organize your speech in a manner that best achieves those purposes. Ensure the beginning; body and conclusion reinforce the purposes. Strive not to use notes. 	5-7	
4. How to Say It	<ul style="list-style-type: none"> Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly Use rhetorical devices to enhance and emphasize ideas. Eliminate jargon and unnecessary words. Use correct grammar. 	5-7	
5. Your Body Speaks	<ul style="list-style-type: none"> Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose. Make your body language smooth and natural. 	5-7	
6. Vocal Variety	<ul style="list-style-type: none"> Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message. Use pauses to enhance your message. Use vocal Variety smoothly and naturally.. 	5-7	
7. Research Your Topic	<ul style="list-style-type: none"> Collect information about your topic from numerous sources. Carefully support your points and opinions with specific facts, examples and illustrations gathered through research. 	5-7	
8. Get Comfortable with Visual Aids	<ul style="list-style-type: none"> Select visual aids that are appropriate for your message and the audience. Use visual aids correctly with ease and confidence. 	5-7	
9. Persuade with Power	<ul style="list-style-type: none"> Persuade listeners to adopt your viewpoint or ideas or to take some action. Appeal to the audience's interests. Use logic and emotion to support your position. Avoid using notes. 	5-7	
10. Inspire Your Audience	<ul style="list-style-type: none"> To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement. Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama. Avoid using notes. 	8-10	

The Entertaining Speaker

226-A

1. The Entertaining Speech 5-7
 - Entertain the audience through use of humor and/or drama drawn from your personal experience
 - Organize an entertaining speech for maximum audience impact

2. Resource for Entertainment 8-10
 - Draw humorous and/or dramatic material from sources other than your own personal experience
 - Adapt your material to suit your topic, your own personality and the audience
 - Use entertaining material as a means of conveying a serious message

3. Make Them Laugh 8-10
 - Prepare a humorous speech drawn from your own experience
 - Strengthen the speech by adapting and personalizing humorous material from outside sources
 - Deliver the speech in a way that makes the humor effective

4. A Dramatic Talk 10-12
 - Develop an entertaining dramatic or incident, or give a dramatic reading
 - Include vivid imagery, characters and dialogue
 - Deliver the talk in an interpretative manner

5. Speaking After Dinner 13-15
 - Prepare an entertaining after-dinner talk on a specific theme
 - Deliver the talk extemporaneously, using the skills developed in the preceding entertainment projects

Speaking to Inform

226-B

1. The Speech to Inform 5-7
 - Select new and useful information for presentation to the audience
 - Organize the information for easy understandability and retention
 - Present the information in a way that will help motivate the audience to learn

2. Resources for Informing 8-10
 - Analyze the knowledge level of your audience regarding your chosen subject
 - Focus your presentation at the audience's level of knowledge
 - Build a supporting case for each major point through use of explanation, examples, and information gathered research
 - Effectively use at least one visual aid to enhance the audience's understanding

3. The Demonstration Talk 10-12
 - Prepare a demonstration speech to clearly explain a process, product, or activity
 - Conduct the demonstration as part of a speech delivered without notes

4. A Fact-Finding Report 10-12
 - Prepare a report on a situation, event, or problem of interest to the audience
 - Deliver sufficient factual information your report so the audience can base valid conclusions or a sound decision on it

5. The Abstract Concept 10-12
 - Research and organize the thought of experts on an abstract concept, theory, historical force, or social/political issue
 - Present the ideas in a clear and interesting manner

Public Relations

226-C

1. The Public Relations Speech 5-7
 - Prepare a talk that will build goodwill for your organization by supplying useful information of interest to the audience.
 - Favorably influence the audience by the skillful and friendly delivery of your talk.

2. Resources for Goodwill 8-10
 - Research the operation and benefits of an organization or company.
 - Prepare a talk designed to build goodwill toward it by presenting factual information.
 - Analyze the common interests of your audience and focus your presentation on those interests.
 - Effectively use at least one visual aid to enhance the audience's understanding.

3. The Persuasive Approach 8-10
 - Direct a persuasive appeal to the audience's self-interests using a combination of fact and emotion in a speech delivered in such a manner that it appears extemporaneous.
 - Persuade the audience to adopt your viewpoint by the use of standard persuasive techniques.

4. Speaking Under Fire 6-8
8-10
 - Consider your position on a controversial issue.
 - Conduct a question-and-answer period on the speech subject.

5. The Media Speech 8
 - Write a speech script on behalf of a social cause.
 - Using the script, present the speech to persuade a general television audience.
 - ****This project has special requirements to simulate a television broadcast. Make arrangements in advance for the proper equipment. If at all possible, a club might arrange for their members to witness an actual studio production as a helpful preparation for this project.**

The Discussion Leader

226-D

1. The Seminar Solution 20-30
 - Present an introductory short talk or brief lecture describing a theory, model, or information about a topic that will be discussed by a group following the presentation.
 - Organize the information so that it is easy to understand and can be remembered.
 - Orient the group to think about the specific goal of the discussion that follows.
 - Use a buzz session discussion technique to promote group participation in deriving information leading to a solution to the problem.

2. The Round Robin 20-30
 - Establish the meaning of a question with a discussion group.
 - Using a problem-solving pattern, lead the participants in a brainstorming session.
 - Screen the possible solutions and lead the group in deciding what action to take.

3. Pilot A Panel 30-40
 - Select a problem for panel discussion. Select not less than three members in advance to speak on the panel.
 - Define the common goals and the purpose of the panel.
 - Acting as moderator, monitor the panel discussion to inform the audience

Group Size: One discussion leader and three panelists selected in advance from among the club members. Club members who participate as panelists will receive credit for other basic or advanced manual projects that relate to the purpose of the individual presentation; e.g., Speaking To Inform, The Persuasive Speech, Constructing Your Speech, Clarify Your Meaning, etc.

4. Make It Make-Believe (Role-Playing) 20-30

- Understand what role-playing is and how to use it effectively in group communication.
- Select a problem involving human relations in which you may use the role-playing method to illustrate and explore the problem.
- Create a plot and characters relevant to the discussion problem and select a cast from among the group members.
- Direct the role-play enactment, relate it to the discussion problem, and lead the group in arriving at a solution.

Group Size: One group leader and participants selected in advance from among the club members.

Materials: Flip chart, grease pencil.

5. The Workshop Leader 30-40

- Building group unity, guide the workshop participants in an investigative discussion of the problem.
- Follow a problem-solving pattern to arrive at a solution.
- Bring the group to an agreement before the discussion ends.

Group Size: One-discussion leader and club members.

Materials: Flip chart, grease pencil.

Specialty Speeches

226-E

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| 1. Speak Off The Cuff | 5-7 |
| <ul style="list-style-type: none">• Develop an awareness of situations in which you might be called upon to deliver an impromptu speech.• Understand how to prepare for impromptu speaking.• Develop skill as a speaker in the impromptu situation by using one or more patterns to approach a topic under discussion; for example, comparing a past, present, future situation or before and after. | |
| 2. Uplift the Spirit | 8-10 |
| <ul style="list-style-type: none">• Identify and understand the basic differences and similarities between inspirational speeches and other kinds of speeches.• Learn how to evaluate audience feeling and establish emotional rapport.• Develop a speech style and delivery that effectively expresses inspirational content by moving the audience to adopt your views. | |
| 3. Sell a Product | 10-12 |
| <ul style="list-style-type: none">• Understand the relationship of sales technique to persuasion.• Skillfully use the four steps in a sales presentation: attention, interest, desire, action.• Identify and promote a unique selling proposition in a sales presentation.• Be able to handle objections and close a prospective buyer. | |
| 4. Read Out Loud | 12-15 |
| <ul style="list-style-type: none">• Arrive at an understanding of the elements that comprise oral interpretation and how it differs from preparing and giving a speech.• Learn the preparation or planning techniques of effective interpretation.• Learn the principles of presentation and develop skill in interpretive reading with regard to voice and body as instruments of communication. | |
| 5. Introduce the Speaker | Duration of club meeting |
| <ul style="list-style-type: none">• Focus on the special occasion talk from the standpoint of the introducer (function chairman, toastmaster, master of ceremonies).• Become knowledgeable and skilled in the functions associated with the master of ceremonies.• Handle the introduction of other speakers at a club meeting. | |

Speeches By Management

226-F

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| 1. The Briefing | 8-10 |
| <ul style="list-style-type: none">• Apply the key steps in the preparation of a briefing and the organization of material.• Give a briefing according to a specific objective so the audience will have an understanding of the information.• Effectively handle a question-and-answer session following the briefing. | |
| 2. The Technical Speech | 8-10 |
| <ul style="list-style-type: none">• Convert a technical paper or technical material and information into a technical speech.• Organize a technical speech according to the inverted-pyramid approach.• Write a technical speech as “spoken language”, not as an article.• Give the speech by effectively reading out loud. | |
| 3. Manage and Motivate | 10-12 |
| <ul style="list-style-type: none">• Understand the concept and nature of motivational method in management.• Apply a four step motivational method with the objectives to persuade and inspire.• Deliver a motivational speech to persuade an audience to agree with your management proposal. | |
| 4. The Status Report | 10-12 |
| <ul style="list-style-type: none">• Organize and prepare a status report involving the overall condition of a plan or program, or performance of a department or company in relation to goals.• Construct the report according to a four step pattern.• Give an effective presentation of the report. | |
| 5. Confrontation: The Adversary Relationship | 5 |
| <ul style="list-style-type: none">• Understand the definition and nature of the adversary relationship.• Prepare for an adversary confrontation on a controversial management issue.• Employing appropriate preparation methods, strategy, and techniques, for communicating with an adversary group as the representative of your company or corporation. | speech
10
questio
ns |

The Professional Speaker

226-G

1. The Keynote Address 15-20
 - Identify the basic differences between keynote speeches and other kinds of speeches.
 - Learn how to evaluate audience feeling and establish emotional rapport.
 - Learn and use the professional techniques necessary for a successful keynote presentation.
 - Develop a speech style and delivery that effectively inspires and moves the audience to adopt your views as a collective reaffirmation of its own.
2. Speaking To Entertain 15-20
 - Entertain the audience through the use of humor drawn from personal experience and from other material that you have personalized
 - Deliver the speech in a way that makes the humor effective.
 - Establish personal rapport with your audience for maximum impact.
3. The Sales Training Speech 15-20
 - Tell a sales audience how to sell a product by using a planned presentation.
 - Inform a sales training audience about the human experience of the buyer-seller relationship.
 - Use entertaining stories and dynamic examples of sales situations.
 - Inspire salespeople to want to succeed in selling.
4. The Professional Seminar 20-40
 - Plan and present a seminar with specific learning objectives.
 - Relate to the audience by using a seminar presentation style.
 - Use seminar presentation techniques to promote group participation, learning and personal growth.
5. The Motivational Speech 15-20
 - Understand the concept and nature of motivational speaking.
 - Apply a four-step motivational method with the purpose of persuading and inspiring.
 - Deliver a motivational speech to persuade an audience to emotionally commit to an action.

Technical Presentations

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| 1. The Technical Briefing | 8-10 |
| <ul style="list-style-type: none"> • Using a systematic approach, organize technical material into a concise presentation. • Tailor the presentation to the audience's needs, interests and knowledge levels. | |
| 2. The Proposal | 8-10
speech
3-5
questio
ns |
| <ul style="list-style-type: none"> • To prepare a technical presentation advocating a product, service, idea or course of action. • To present your viewpoint logically and convincingly, using an inverted-pyramid approach. • To effectively use a flipchart to illustrate your message. • To effectively handle a question-and-answer period. | |
| 3. The Non-technical Audience | 10-12 |
| <ul style="list-style-type: none"> • Understand the principles of communicating complex information to non-technical listeners. • Build and deliver an interesting talk based on these principles. • Answer audience questions that arise during the presentation. • Use overhead transparencies to illustrate your message. | |
| 4. Presenting a Technical Paper | 10-12 |
| <ul style="list-style-type: none"> • Deliver an interesting speech based on a technical paper or article. • Effectively use a flipchart, overhead projector or slides to illustrate your message. | |
| 5. The Team Technical Presentation | 20-30 |
| <ul style="list-style-type: none"> • Understand the nature and process of a team technical presentation. • Conceptualize a briefing or proposal involving three or more speakers, including yourself. • Assemble a team of club members capable of getting the job done. • Orchestrate the planning, preparation and delivery of a team technical presentation. | |

* Arrangements for this presentation should be made with your club's educational vice-president well in advance. Also, you should arrange for an evaluator for each speaker.

Persuasive Speaker

226-I

1. The Effective Salesperson 8-12
 - Learn a technique for selling an inexpensive product in a retail store.
 - Recognize a buyer's thought-processes in making a purchase.
 - Elicit information from a prospective buyer through questions.
 - Match the buyer's situation with the most appropriate product.
2. Conquering the "Cold Call" 10-14
 - Learn a technique for "cold call" selling of expensive products or services.
 - Recognize the risks buyers assume in purchasing.
 - Use questions to help the buyer discover problems with his or her current situation.
 - Successfully handle buyer's objections and concerns.
3. The Winning Proposal 5-7
 - Prepare a proposal advocating an idea or course of action.
 - Organize the proposal using the six-step method provided..
4. Addressing the Opposition 7-9
 - Prepare a talk on a controversial subject that persuades an audience to accept or at least consider your viewpoint.
 - Construct the speech to appeal to the audience's logic and emotions.
5. The Persuasive Leader 6-8
 - Communicate your vision and mission to an audience.
 - Convince your audience to work toward achieving your vision and mission.

Communicating on Television

226-J

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|---|---|
| 1. Straight Talk | 3 |
| <ul style="list-style-type: none">• To effectively present an opinion or viewpoint in a short time.• To simulate giving a presentation as part of a television broadcast. | |
| 2. The Talk Show | 10 |
| <ul style="list-style-type: none">• To understand the dynamics of a television interview or “talk” show.• To prepare for the questions that may be asked of you during a television interview program.• To present a positive image on the television camera.• To appear as a guest on a simulated television talk show. | |
| 3. When You’re The Host | 10 |
| <ul style="list-style-type: none">• To conduct a successful television interview.• To understand the dynamics of a successful television interview or “talk” show.• To prepare questions to ask during the interview program.• To present a positive, confident image on the television camera. | |
| 4. The Press Conference | 4-6
present
8-10
Q&A |
| <ul style="list-style-type: none">• To understand the nature of a television press conference.• To prepare for an adversary confrontation on a controversial or sensitive issue.• To employ appropriate preparation methods and strategies for communicating your organization’s viewpoint.• To present and maintain a positive image on television. | |
| 5. Training on Television | 5-7
present
5-7
play-back
video |
| <ul style="list-style-type: none">• To learn how to develop and present an effective training program on television.• To receive personal feedback through the videotaping of your presentation. | |

Storytelling

226-K

1. The Folk Tale 7-9
 - To tell a folk tale that is entertaining and enjoyable for a specific age group.
 - To use vivid imagery and voice to enhance the tale.

2. Let's Get Personal 6-8
 - To learn the elements of a good story.
 - To create and tell an original story based on a personal experience.

3. The Moral of the Story 4-6
 - To understand that a story can be entertaining yet display moral values.
 - To create a new story that offers a lesson or moral.
 - To tell the story, using the skills developed in the previous two projects.

4. The Touching Story 6-8
 - To understand the techniques available to arouse emotion.
 - To become skilled in arousing emotions while telling a story.

5. Bringing History to Life 7-9
 - To understand the purpose of stories about historical events or people.
 - To use storytelling skills developed in the preceding projects to tell a story about a historical event or person.

Interpretive Reading

226-L

1. Read A Story 8 -10
 - To understand the elements of interpretive reading.
 - To learn how to analyze a narrative and plan for effective interpretation.
 - To learn and apply vocal techniques that will aid in the effectiveness of the reading.

2. Interpreting Poetry 6-8
 - To understand the differences between poetry and prose.
 - To recognize how poets use imagery, rhyme to convey the meaning and emotions of their poetry.
 - To apply vocal techniques that will aid in the effectiveness of the reading.

3. The Monodrama 5-7
 - To understand the concept and nature of the monodrama.
 - To assume the identity of a character and to portray the physical and emotional aspects of this character to an audience.

4. The Play 12-15
 - To adapt a play for interpretive reading.
 - To portray several characters in one reading, identifying them to the audience through voice changes and movement.

5. The Oratorical Speech 10-12
 - To understand the structure of an effective speech.
 - To interpret and present a famous speech.

Interpersonal Communications

226-M

1. Conversing With Ease 10-14
 - Identify techniques to use in conversing with strangers.
 - Recognize different levels of conversation with a stranger.
 - Use open-ended questions to solicit information for further conversation.

2. The Successful Negotiator 10-14
 - Employ win/win negotiating strategies to achieve your goals.
 - Enjoy the benefits of win/win negotiating.

3. Diffusing Verbal Criticism 10-14
 - Respond non-defensively to verbal criticism.
 - Employ a five-step method to identify the problem, diffuse the attack and arrive at a solution.

4. The Coach 10-14
 - Determine reasons for someone's substandard performance.
 - Coach the person to improved performance.

5. Asserting Yourself Effectively 10-14
 - Enjoy the mental and physical benefits of being assertive.
 - Employ the four-step method for addressing a problem and asking for help.
 - Overcome resistance to your requests.

Special Occasion Speeches

226-N

1. Mastering The Toast 2-3
 - Recognize the characteristics of a toast.
 - Present a toast honoring an occasion or a person.

2. Speaking In Praise 5-7
 - Prepare a speech praising or honoring someone, either living or dead.
 - Address five areas concerning the individual and his/her accomplishments.
 - Include anecdotes illustrating points within the speech.

3. The Roast 3-5
 - Poke fun at a particular individual in a good-natured way.
 - Adapt and personalize humorous material from other sources.
 - Deliver jokes and humorous stories effectively.

4. Presenting An Award 3-4
 - Present an award with Dignity and grace.
 - Acknowledge the contributions of the recipient.

5. Accepting An Award 5-7
 - Accept an award with dignity, grace and sincerity.
 - Acknowledge the presenting organization.

Humorously Speaking

226-O

1. Warm Up Your Audience 5-7
 - Prepare a speech that opens with a humorous story.
 - Personalize the story.
 - Deliver the story smoothly and effectively.

2. Leave Them With A Smile 5-7
 - Prepare a serious speech that opens and closes with humorous stories.

3. Make Them Laugh 5-7
 - Prepare a speech that opens and closes with humorous stories.
 - Include jokes in the speech body to illustrate points or maintain audience interest.
 - Deliver the jokes and stories smoothly and effectively.

4. Keep Them Laughing 5-7
 - Prepare a speech that opens with a self-deprecating joke.
 - String together two or three related jokes in the speech body.
 - Close the speech with a humorous story

5. The Humorous Speech 7-7
 - Use exaggeration to tell a humorous story.
 - Entertain the audience.
 - Effectively use body language and voice to enhance the story.