Success with a Personal Touch

Compliments of Lee Alviar, DTM
Candidate for International Director Region III
Lee@rosaliealviar.com
www.rosaliealviar.com
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Speech Tracking Form

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Welcome Fellow Toastmaster

Use this guide as a Quick Reference to all Toastmasters International manuals. Should one of your club members forget to bring their manual, you can quickly page through this booklet to review objectives.

It is designed as an alternate means to using the internet or wading through every manual in the house. Use this reference guide as a tool. It answers questions like: Which manual focuses on roasts? Which would be best for that special technical presentation? What project did I last work on? Which project is next?

Also, keep track of personal speeches using the convenient form at the end of this booklet.

The Vision of Toastmasters International

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

The Mission of Toastmasters International

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking – vital skills that promote self-actualization, enhance leadership, foster human understanding and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.
Basic Communication Manual Objectives

1. The Ice Breaker  
Objectives: To begin speaking before an audience.  
To help you understand what areas require particular emphasis in your speaking development.  
To introduce yourself to your club members.

2. Organize Your Speech  
Objectives: 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.

3. Get to the Point  
Objectives: Select a Speech Topic and determine its general and specific purpose.  
Organize the speech in a manner that best achieves those purposes.  
Ensure the beginning, body and conclusion reinforce the purpose.

4. How to Say it  
Objectives: To select precisely the right words required to communicate your ideas clearly, vividly, and appropriately.  
To avoid lengthy words and sentences and the use of jargon.

5. Your Body Speaks  
Objectives: Use stance, movement, gestures and facial expressions and eye contact to express your message and achieve your speech’s purpose.  
To explore the different ways of using body language.

6. Vocal Variety  
Objectives: To explore the use of voice volume, pitch, rate, and quality as assets to your speaking.  
To achieve a pleasing, natural voice quality when speaking.

7. Researching Your Topic  
Objectives: Collect information about your topic from numerous sources.  
Carefully support your points and opinions with specific facts, examples and illustration gathered through research.

8. Get Comfortable with Visual Aids  
Objectives: To learn the value of props in speaking.  
To learn how to use props effectively in your presentations.

9. Persuade with Power  
Objectives: 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  
Objectives: 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.

Basic Leadership Manual Objectives

1. Listening and Leadership  
Objectives: Determine your current listening skills.  
Identify the seven steps to better listening.  
Practice listening skills in various meeting roles.

2. Critical Thinking  
Objectives: Determine your current thinking skills.  
Practice critical-thinking skills in club roles.

3. Giving Feedback  
Objectives: Determine your current skills in giving feedback.  
Identify the steps in giving feedback effectively.  
Practice giving feedback as you serve in various meeting roles.

4. Time Management  
Objectives: Determine your current time management skills.  
Identify steps to effectively manage time.  
Practice time management skills in various meeting roles.

5. Planning and Implementation  
Objectives: Determine your current planning and implementation skills.  
Identify steps in planning and implementation process.  
Practice planning and implementation skills in various meeting roles.

6. Organizing and Delegating  
Objectives: Determine your current skills in organizing and delegating.  
Identify steps in organization and delegation process.  
Practice skills in organizing and delegating in various meeting roles.

7. Developing Your Facilitation Skills  
Objectives: Determine your present facilitation ability.  
Identify facilitation strategies.  
Practice facilitation skills in various meeting roles.

8. Motivating People  
Objectives: Determine your motivational skills.  
Identify conditions that motivate people.  
Practice motivational skills while serving in various meeting roles.

9. Mentoring  
Objectives: Determine your current mentoring skills.  
Identify the steps in being a good mentor.  
Practice mentoring skills in various meeting roles.

10. Team Building  
Objectives: Determine your current team building skills.  
Identify the steps in building a team.  
Practice team building skills while serving in various meeting roles.
Advance Manual Objectives

Technical Presentations
“THE TECHNICAL BRIEFING” 8-10
• Using a systematic approach, organize technical material into a brief presentation
• Tailor the presentation to the audience’s needs, interests and knowledge levels.
“THE PROPOSAL” 8-10
• Prepare a technical presentation advocating a product, idea or course of action.
• Give the speech logically and convincingly, using an inverted-pyramid approach.
• Effectively handle a question and answer period.
“THE NONTECHNICAL AUDIENCE” 10-12
• Build and deliver an interesting talk based on an understanding of the principles of communication complex information to non-technical listeners.
“PRESENTING A TECHNICAL PAPER” 10-12
• Deliver an interesting speech based on a technical paper or article.
• Effectively use a flipchart, overhead projector or slides to illustrate your message.
“THE TEAM TECHNICAL PRESENTATION” 20-30
• Orchestrate the planning, preparation and delivery of a team presentation.

Communicating On Television
“THE STRAIGHT TALK” 3 +/- 30 seconds
• Effectively present an opinion or viewpoint in a short time.
• To simulate giving a presentation as part of a television broadcast.
“THE TALK SHOW” -10 +/- 30 seconds
• Understand the dynamics of a television interview or “talk” show.
• Prepare for questions that may be asked during a television interview program. Present a positive image on the television camera.
“WHEN YOU’RE THE HOST” 10 +/- 30 seconds
• Understand the dynamics of and conduct a successful television interview.
• Prepare questions to ask during the interview program.
• Present a positive, confident image on the television camera.
“THE PRESS CONFERENCE” 4-6 +/-30 seconds
• Understand the nature of a television press conference.
• Prepare for an adversary confrontation on a controversial or sensitive issue.
• Use appropriate methods and strategies to present your organization’s viewpoint.
“TRAINING ON TELEVISION” 5-7 +/-30 seconds
• Learn how to develop and present an effective training program on television.
• Receive personal feedback through the videotaping of your presentations.

Advance Manuals Category Listing

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The Discussion Leader
“SEMINAR SOLUTION” 20-30
• Present an introductory talk or lecture describing a theory, model or information to be discussed by the group following the presentation.
• Use a buzz-session technique to facilitate group participation to a solution.

“ROUND ROBIN” 20-30
• 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.
“PILOT A PANEL” 30-40
• Select a problem for a three member panel discussion.
• Acting as moderator, monitor the panel discussion.
“MAKE IT MAKE BELIEVE” (Role Playing) 20-30
• Create a plot and characters relevant to the discussion problem and select a cast from among the group members.
“WORKSHOP LEADER” 30-40
• Guide the workshop participants in an investigative discussion of the problem.
• Follow a problem solving pattern to arrive at a solution.
Advance Manual Objectives

**The Entertaining Speaker**
“THE ENTERTAINING SPEAKER” 5-7
- Entertain audience through use of humor or drama from personal experience.
- “RESOURCES FOR ENTERTAINMENT” 8-10
  - Draw humorous or dramatic material from sources other than own experience.
  - Adapt the material to suit your personality and the audience.
“MAKE THEM LAUGH” 8-10
- Prepare and deliver a humorous speech drawn from your own experience.

**Humorously Speaking**
“WARM UP YOUR AUDIENCE” 5-7
- Prepare a speech that opens with a humorous story.
- Personalize the story.
- Deliver the story smoothly and effectively.
- “LEAVE THEM WITH A SMILE” 5-7
- Prepare a serious 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.

**Speeches By Management**
“THE BRIEFING” 8-10 plus Q&A
- Apply the key steps in the preparation and organization of material for a briefing.
- Give a briefing to meet a specific objective and to gain audience understanding.
- Effectively handle a question and answer session following the briefing.
- “THE TECHNICAL SPEECH” 8-10
  - Convert a technical paper or other technical information into a technical speech.
  - Organize a technical speech according to the inverted-pyramid approach.
  - Give the speech by effectively reading out loud.

“MANAGE AND MOTIVATE” 10-12
- Apply a four-step motivational method designed to persuade and inspire.
- Deliver the speech to gain audience agreement with your management proposal.

“THE STATUS REPORT” 10-12
- Organize and prepare a status report relative to goals involving the overall condition of a plan or program, or the performance of a department or company.
- Construct and present the report according to a four-step program.

“CONFRONTATION: THE ADVERSARY RELATIONSHIP” 5 min plus 10 min for Q&A
- Prepare for an adversary confrontation on a controversial management issue.
- Prepare and use appropriate methods, strategy and techniques to communicate with an adversary group as the representative on your company or corporation.

**Storytelling**
“THE FOLK TALE” 7-9
- Tell a folk tale that is entertaining and enjoyable for a specific age group.
- Use vivid imagery and voice to enhance the tale.
“LET’S GET PERSONAL” 6-8
- Learn the elements of a good story.
- Create and tell an original story based on a personal experience.
“THE MORAL OF THE STORY” 4-6
- Create and tell a new, entertaining story that offers a lesson or moral.
“THE TOUCHING STORY” 6-8
- Understand and use techniques to arouse emotions while telling a story.

“A DRAMATIC TALK” 10-12
- Develop an entertaining talk about an experience or give a dramatic reading.
- Include vivid imagery, characters and dialogue.

“SPEAKING AFTER DINNER” 13-15
- Prepare an entertaining after-dinner talk on a specific theme.
- Deliver the talk extemporaneously, using the skills developed previously.

**Bring History to Life** 7-9
- Understand the purpose of stories about historical events or people and use the storytelling skills developed in the preceding projects to tell a story.
Advance Manual Objectives

Special Occasion Speeches
“MASTERING THE TOAST” 2-3
• To recognize characteristics of a toast and present a toast.

“SPEAKING IN PRAISE” 5-7
• To prepare a speech praising someone, to address five areas concerning the individual and to include anecdotes to illustrate points.

“The Roast” 3-5
• To poke fun at a particular individual; to adapt and personalize humorous material; and to deliver jokes and humorous stories effectively.

“PRESENTING AN AWARD” 3-4
• To present an award with dignity and acknowledge contributions of the recipient.

“ACCEPTING AN AWARD” 5-7
• To accept an award with dignity and acknowledge the presenting organization.

Specialty Speeches
“SPEAK OFF THE CUFF” 5-7
• Understand how to prepare for impromptu speaking.
• Develop skill in the impromptu situation by using one or more patterns.

“UPLIFT THE SPIRIT” 8-10
• Identify and understand the basic difference and similarities between inspirational speeches and other kinds of speeches.
• Develop a speech style and delivery that effectively expresses inspirational content by moving the audience to adopt your views.

“SELL A PRODUCT” 10-12
• Skillfully use four steps in a sales presentation: attention, interest, desire, action.
• Identify and promote a unique selling proposition in a sales presentation.

“READ OUT LOUD” 12-15
• Learn the principles of presentation and development skill in interpretive reading with regard to voice and body as instruments of communication.

Interpersonal Communication
“CONVERSING WITH EASE” 10-14
• Identify techniques to use in conversing with strangers.
• Recognize different levels of conversation & initiate conversation with a stranger.

“The Successful Negotiator” 10-14
• Employ win/win negotiating strategies to achieve your goals.

“DIFFUSING VERBAL CRITICISM” 10-14
• Respond non-defensively to verbal criticism.
• Employ a five-step method to identify the problem, diffuse the attach and arrive at a solution.

“The Coach” 10-14
• Determine reasons for someone’s substandard performance.
• Coach the person to improved performance.

“ASSERTING YOURSELF EFFECTIVELY” 10-14
• Learn 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.

Interpretive Reading
“READ A STORY” 8-10
• Learn and understand the effective interpretation of elements of a narrative.
• Learn and apply vocal techniques that will aid in the effectiveness of the reading.

“INTERPRETING POETRY” 6-8
• Recognize how poets use imagery, rhythm, meter, cadence and rhyme to convey the meanings and emotions of their poetry.

“The Monodrama” 5-7
• Understand the concept and nature of the monodrama.
• Assume the identity of a character and portray the physical/emotional aspects.

“The Play” 12-15
• Adapt a play for interpretive reading.
• Portray several characters in one reading using voice changes and movement.

“Oratorical Speech” 10-12
• Understand the structure of an effective speech.
• Interpret and present a famous speech.
Advance Manual Objectives

Persuasive Speaking
“THE WINNING ATTITUDE” 8-10
• Learn to translate product features into “people” benefits
• Utilize the five-step structural sequence for building a sales presentation.
• Prepare and deliver a sales presentation that focuses on audience needs.

“CLOSING THE SALE” 10-12
• Prepare and deliver a sales presentation incorporating closing techniques.
• Effectively handle audience questions and/or objections.

“TRAINING THE SALES FORCE” 6-8;
role play 8-10; final discussion 2-5
• Present an interesting, interactive sales training speech and conduct a role play to enable the audience to practice sales techniques.

“THE SALES MEETING” 15-20
• Plan and conduct a kickoff meeting for a Toastmasters membership campaign.
• Develop a sales presentation for three or more speakers, including yourself.
• Coordinate the planning, preparation and delivery of a team sales presentation.

Professional Speaker
“THE KEYNOTE ADDRESS” 15-20
• Learn how to evaluate audience feeling and establish emotional rapport.
• Learn the professional techniques for a successful keynote presentation.
• Entertain the audience through the use of humor drawn from personal experience and from other material that you have personalized.

“THE SALES TRAINING SPEECH” 15-20
• Tell a sales audience how to sell a product by using a planned presentation.
• Inspire salespeople to want to succeed in selling.

“THE PROFESSIONAL SEMINAR” 20-40
• Plan and present a seminar with specific learning objectives.
• Use seminar techniques to promote group participation and personal growth.

“THE MOTIVATIONAL SPEECH” 15-20
• Apply a four-step motivational method to persuade and inspire.
• Deliver a speech to persuade an audience to emotionally commit to an action.

Public Relations
“THE PUBLIC RELATIONS SPEECH” 5-7
• Prepare an informative, interesting talk to build goodwill for your organization.
• Favorably influence the audience by the skillful and friendly delivery of your talk.

“RESOURCE FOR GOODWILL” 8 - 10
• Research the operation and benefits of an organization or company.
• Prepare a talk designed to build goodwill by presenting factual information.
• Analyze the common interests of your audience and focus your presentation.

“THE ABSTRACT CONCEPT” 10-12
• Research and organize the thought of expects on a abstract concept, theory, historical force, social or political issue.
• Present the ideas in a clear and interesting manner.

Speaking To Inform
“THE SPEECH TO INFORM” 5-7
• Select, organize and present new and useful information in a way that will motivate the audience to learn.

“RESOURCES FOR INFORMING” 8-10
• Focus your presentation at the audience’s level of knowledge.
• Build a supporting case for each major point through research.

“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.

“A FACT-FINDING REPORT” 10-12
• Prepare a report on a situation, event or problem of interest to the audience.
• Deliver sufficient factual information in your report so the audience can base valid conclusions or a sound decision on it.

“THE ABSTRACT CONCEPT” 10-12
• Research and organize the thought of expects on a abstract concept, theory, historical force, social or political issue.
• Present the ideas in a clear and interesting manner.