

Toastmasters International

(Andrew Finn, GMU 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 chose 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	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