



Toastmasters Competent Communicator Manual Speech Objectives

Stage 1 The Ice Breaker

Time: four to six minutes

Objectives:

- 1) To begin speaking before an audience.
 - 2) To discover speaking skills you already have and skills that need some attention.
-

Stage 2 Organize your speech

Time: five to seven minutes

Objectives:

- 1) Select an appropriate outline which allows listeners to easily follow and understand your speech.
 - 2) Make your message clear, with supporting material directly contributing to that message.
 - 3) Use appropriate transitions when moving from one idea to another.
 - 4) Create a strong opening and conclusion.
-

Stage 3 Get to the point

Time: five to seven minutes

Objectives:

- 1) Select a speech topic and determine its general and specific purposes.
 - 2) Organize the speech in a manner that best achieves those purposes.
 - 3) Ensure the beginning, body and conclusion reinforce the purposes.
 - 4) Strive not to use notes.
-

Stage 4 How to say it

Time: five to seven minutes

Objectives:

- 1) Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
 - 2) Use rhetorical devices to enhance and emphasize ideas
 - 3) Eliminate jargon and unnecessary words.
 - 4) Use correct grammar.
-

Stage 5 Your body speaks

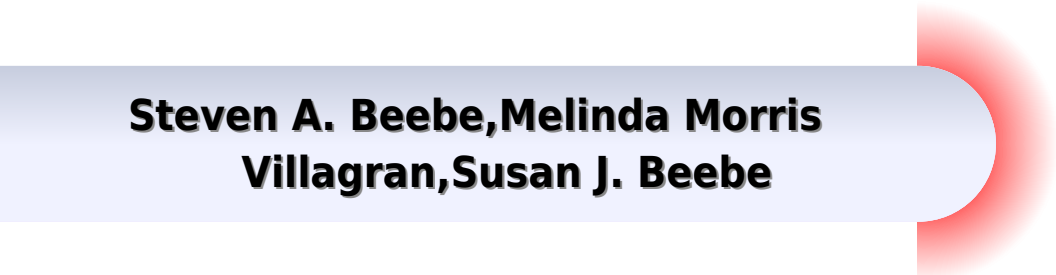
Time: five to seven minutes

Objectives:

- 1) Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
 - 2) Make your body language smooth and natural.
-

Toastmasters Organise Your Speech Manual

**Steven A. Beebe, Melinda Morris
Villagran, Susan J. Beebe**



Toastmasters Organise Your Speech 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 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 **A User's Manual to the PMBOK Guide** Cynthia Snyder Stackpole, 2010-08-27 The professional standard in the field of project management A Guide to the Project Management Body of Knowledge better known as the PMBOK Guide published by the Project Management Institute PMI serves as the ultimate resource for professionals and as a valuable studying and training device for students taking the PMP exam A User s Manual to the PMBOK Guide takes the next logical step to act as a true user s manual Its accessible format and easy to understand language helps to not only distill essential information contained in the PMBOK Guide Fourth Edition but also fills an educational gap by offering instruction on how to apply its various tools and techniques This book Defines each project management process in the PMBOK Guide Fourth Edition describes their intent and discusses their individual ITTOs inputs tools and techniques and outputs Features examples handy tips and sample forms to supplement learning Is written by the author who was project manager of the PMBOK Guide Fourth Edition Contains a data flow diagram of each process in the PMBOK Guide Fourth Edition to show how information is distributed A User s Manual to the PMBOK Guide simplifies the PMBOK Guide Fourth Edition to provide the springboard from which successful project management processes are interpreted and carried out in the real world Thorough in coverage and rich in content this manual is a worthy companion to augment the important strategies laid out in the PMBOK Guide Fourth Edition and the one book that aspiring or professional project managers should never be without PMBOK PMI PMP and Project Management Professional are registered marks of the Project Management Institute Inc **Mentoring** Derrick Trimble, 2015-01-13 The gift of mentoring is one of the benefits offered through a Toastmasters International club educational program If a club has a mentoring program established this book will stimulate new thinking for consideration Is a club struggling to meet the expectation of a mentoring program Mentoring Value Based Empowerment offers insights for developing a transformational mentor experience An essential element of any successful club level mentoring program is to demonstrate the Toastmasters International values of respect integrity service and excellence *Journey from CC1 to CC10* Rukhman Singh Rathore, A

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