

THE TOASTMASTERS EDUCATIONAL PROGRAM

Outline

The educational program is the heart of every Toastmasters club. It provides members with a proven curriculum that develops communication and leadership skills one step at a time, with many opportunities for awards and recognition along the way. The communication and leadership tracks are not mutually exclusive; members may participate in both at the same time.

THE COMMUNICATION TRACK

The core of the communication track is the *Competent Communication* manual. The 10 speech projects in this manual help members develop their speaking skills one step at a time. When members finish all of the projects, they are eligible for *Competent Communicator* (CC) recognition, for which they receive a CC certificate and, if this is the member's first CC award, two *Advanced Communication Series* manuals free of charge. Every member should strive to earn the CC award.

ADVANCED COMMUNICATION TRAINING

Advanced speech training is available to those who have completed the *Competent Communication* manual. Each of the 11 *Advanced Communication Series* manuals contains five speech projects. The manuals focus on various speech styles and each project builds upon the skills practiced in preceding manual projects.

The *Advanced Communication Series* manual titles are:

- The Entertaining Speaker
- Speaking to Influents
- Public Relations
- Facilitating Discussions
- Specialty Speeches
- Speeches by Management
- The Professional Speaker
- Technical Presentations
- Persuasive Speaking
- Communicating on Video
- Storytelling
- Interpretive Reading
- Interpersonal Communication
- Special Occasion Speeches
- Humorously Speaking

Members refine and enhance their speaking skills by completing the projects in the advanced manuals and may become eligible for several awards: *Advanced Communicator Bronze*, *Advanced Communicator Silver*, and *Advanced Communicator Gold*.

Advanced Communicator Bronze (ACB)

To be eligible for this award, applicants must have:

- Achieved the *Competent Communicator* award (or former *Competent Toastmaster* award)
- Completed two *Advanced Communication Series* manuals.

V1

V2

V3

V4

Toastmasters Acb Manual

Ying Liu



Toastmasters Acb Manual:

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