

Toastmasters International

(Please Print, DMZ 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 choose 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 - #5	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.

Toastmasters Competent Communicator Manual Spanish

Jiyuan Zhang



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Decoding **Toastmasters Competent Communicator Manual Spanish**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Toastmasters Competent Communicator Manual Spanish**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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