

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.

Competent Communicator Manual Project 10

Jiyuan Zhang



Competent Communicator Manual Project 10:

Journey from CC1 to CC10 Rukhman Singh Rathore, The book is a compilation of my first 10 speeches in Toastmasters These speeches are the 10 projects from the Competent Communicator manual that is given to every new member who joins Toastmasters This book was written in order to record the work done by me **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 *Raising a Toast* Pramit Pratim Ghosh, 2021-02-05 Raising a Toast is a compilation of 20 speeches that I had the good fortune of delivering in my journey as a Toastmaster Most of these speeches have sprung from my personal anecdotes some funny some thought provoking Few speeches will tell you stories of past and present of people and places through my eyes And then there are a couple of speeches that raise some questions for you and me to reflect upon But one common link that binds them all is the stage of Toastmasters where they found life Each of these speeches gave me an opportunity to pen down some burning message inside of me to share my story to any audience which was willing to listen to connect with those who took back something from what I had to say Raising a Toast is a humble attempt to carry these anecdotes these stories these questions from the conventional stage to the paperback stage Written with the sole agenda of reaching out to more souls out there who are willing to listen And with the hope that when they read this they get inspired to share their set of stories with the world **The Power of Promotion** Rae A. Stonehouse, 2023-01-17 For many Toastmasters Clubs one of the biggest challenges in running a successful and productive club is maintaining a constant flow of visitors to attend and join you and your fellow Toastmasters as a member Members come and members go Life happens Your Club membership can quickly change from a healthy charter strength club to one in danger of losing its Charter Veteran Toastmaster of three decades Rae Stonehouse DTM Distinguished Toastmaster PDG Past District Governor District 21 has witnessed the cycle several times with his own club Kelowna Flying Solo Toastmasters Toastmasters are social Toastmasters are social after all we are striving to hone our communication skills Then along comes social media and on line tools that can increase not only our reach but our productivity Social media is here to stay Social media is here to stay at least until the next big thing comes along Keeping up with what s new what s hot and what s not could easily turn into a full time job And it has for many people as they have created a new career as Social Media Managers The Power of Promotion On line Marketing For Toastmasters Club Growth 2nd Edition by Rae Stonehouse flattens the learning curve for anyone who wants to maximize their time spent on line without turning it into a full time job Rae believes that Toastmasters clubs should be run like businesses and social media platforms provide promotional and marketing

opportunities that can help spread the word about one of the world's best kept secrets Toastmasters In this easy to read how to manual Rae shares his experience with using social media to draw attention to his Toastmasters club and to convert visitors to social media properties to actually visit his club and to join Sometimes it has worked sometimes not This edition has been updated for 2023 *Theory of Constraints Handbook* James F. Cox, John Schleier, 2010-05-06 The definitive guide to the theory of constraints In this authoritative volume the world's top Theory of Constraints TOC experts reveal how to implement the ground breaking management and improvement methodology developed by Dr Eliyahu M Goldratt Theory of Constraints Handbook offers an in depth examination of this revolutionary concept of bringing about global organization performance improvement by focusing on a few leverage points of the system Clear explanations supplemented by examples and case studies define how the theory works why it works what issues are resolved and what benefits accrue and demonstrate how TOC can be applied to different industries and situations Theory of Constraints Handbook covers Critical Chain Project Management for realizing major improvements in delivering projects on time to specification and within budget Drum Buffer Rope DBR Buffer Management and distribution for maximizing throughput and minimizing flow time Performance measures for applying Throughput Accounting to improve organizational performance Strategy marketing and sales techniques designed to increase sales closing rates and Throughput Thinking Processes for simple and complex environments TOC methods to ensure that services actions support escalating demand for services while retaining financial viability Integrating the TOC Thinking Processes the Strategy and Tactic Tree TOC measurements the Five Focusing Steps of TOC and Six Sigma as a system of tools for sustainable improvement **3-Critical Chain Tutorial/Value Earned**

Problems Charlene Spoede Budd, Janice Cerveney, 2010-04-08 The definitive guide to the theory of constraints In this authoritative volume the world's top Theory of Constraints TOC experts reveal how to implement the ground breaking management and improvement methodology developed by Dr Eliyahu M Goldratt Theory of Constraints Handbook offers an in depth examination of this revolutionary concept of bringing about global organization performance improvement by focusing on a few leverage points of the system Clear explanations supplemented by examples and case studies define how the theory works why it works what issues are resolved and what benefits accrue and demonstrate how TOC can be applied to different industries and situations Theory of Constraints Handbook covers Critical Chain Project Management for realizing major improvements in delivering projects on time to specification and within budget Drum Buffer Rope DBR Buffer Management and distribution for maximizing throughput and minimizing flow time Performance measures for applying Throughput Accounting to improve organizational performance Strategy marketing and sales techniques designed to increase sales closing rates and Throughput Thinking Processes for simple and complex environments TOC methods to ensure that services actions support escalating demand for services while retaining financial viability Integrating the TOC Thinking Processes the Strategy and Tactic Tree TOC measurements the Five Focusing Steps of TOC and Six Sigma as a

system of tools for sustainable improvement Resources in Education ,1986 **Robots 10** ,1986 *The Routledge Handbook of Public Speaking Research and Theory* Stevie M. Munz,Tim McKenna-Buchanan,Anna M. Wright,2024-04-18
 Providing a comprehensive survey of the empirical research theory and history of public speaking this handbook fills a crucial gap in public speaking pedagogy resources and provides a foundation for future research and pedagogical development Bringing together contributions from both up and coming and senior scholars in the field this book offers a thorough examination of public speaking guided by research across six key themes the history of public speaking the foundations of public speaking issues of diversity equity and inclusion considerations of public speaking across contexts assessment of public speaking and the future of public speaking in the twenty first century The evidence based chapters engage with a broad discussion of public speaking through a variety of viewpoints to demonstrate how subtopics are connected and fraught with complexity Contributors explore public speaking in education business and professional settings and political contexts and outline how skills learned through public speaking are applicable to interpersonal small group and business interactions Reinforcing the relevance importance and significance of public speaking in individual interpersonal social and cultural communication contexts this accessibly written handbook will be an indispensable resource for public speaking instructors and program administrators It will also be valuable reading for Communication Pedagogy and Introduction to Graduate Studies courses Pennsylvania Bulletin ,1989 The Pennsylvania bulletin is the official gazette of the Commonwealth of Pennsylvania It contains notices regulations and other documents filed with the Legislative Reference Bureau and supplements the Pennsylvania code *Philippine Communication* Crispin C. Maslog,1988 Florida Administrative Weekly ,2005 Hospital Accreditation Standards Joint Commission on Accreditation of Healthcare Organizations,1999 *Florida Administrative Register* ,2010-05 Communication Catalog 2005 Neil Thomson,2004-09
The United States Army and Navy Journal and Gazette of the Regular and Volunteer Forces ,1914 *Resources in Education* ,1997 **The Lancet** ,1904 **Research Methods for Clinical Therapists** Carolyn Hicks,1999 The Third Edition of this influential text provides a comprehensive introduction to undertaking and evaluating research Its aim is to clarify research methods and statistical analysis in order that practitioners will find it easier to conduct their own research and be able to critically evaluate material published by others A New Legacy System Commission on California State Government Organization and Economy,2008

Unveiling the Magic of Words: A Review of "**Competent Communicator Manual Project 10**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Competent Communicator Manual Project 10**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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