

Competent Communication Manual

This manual, which has 10 speech projects, is the first step in the communication track. It helps develop your speaking skills one step at a time. Every project builds upon what you learned in the preceding project.

As you prepare and present each project speech you'll learn the importance of organization, how to use body language and voice to convey your message, select the right words and use visual aids.

You also learn how to speak persuasively and inspire others. An evaluator will give your feedback on each speech you present and help you to improve.

When you complete this manual you are eligible for Competent Communicator (CC) recognition. Complete the CC application in the manual and ask your vice president education to submit it online to World Headquarters. You'll receive a CC Certificate and, if this is your first CC award, two Advanced Communication manuals free of charge.

The ten projects are designed to help you grow as a presenter. They are:

1. The Ice Breaker
2. Organize Your Speech
3. Get to the Point
4. How to Say It
5. Your Body Speaks
6. Vocal Variety
7. Research Your Topic
8. Get Comfortable with Visual Aids
9. Persuade with Power
10. Inspire Your Audience

Each project has a clear set of objectives but you select the topic! You can click on the Ice Breaker link to download that project.

Advanced Communication manuals

After receiving CC recognition you can work in the Advanced Communication manuals, where you can refine and enhance your speaking skills. There are 15 manuals, each containing five speech projects. Many of the manuals are career-oriented. You choose the manuals you want to complete and the skills you want to learn. The manuals are:

The Entertaining Speaker (226A)
Speaking to Inform (226B)
Public Relations (226C)
The Discussion Leader (226D)
Specialty Speeches (226E)
Speeches by Management (226F)
The Professional Speaker (226G)
Technical Presentations (226H)
Persuasive Speaking (226I)
Communicating on Television (226J)
Storytelling (226K)
Interpretive Reading (226L)
Interpersonal Communication (226M)
Special Occasion Speeches (226N)
Humorously Speaking (226O)

When you work in the advanced manuals, you are eligible for several awards:

Advanced Communicator Bronze (ACB)

To be eligible for this award, you must have:

- **Achieved Competent Communicator award (or achieved Competent Toastmaster award)**
- **Completed two Advanced Communication manuals**

Advanced Communicator Silver (ACS)

To be eligible for this award, you must have:

- **Achieved Advanced Communicator Bronze award (or achieved Able Toastmaster award or Advanced Toastmaster Bronze award)**
- **Completed two additional advanced communication manuals (may not be those completed for any previous award)**
- **Conducted any two programs from The Better Speaker Series and/or The Successful Club Series**

Advanced Communicator Gold (ACG)

To be eligible for this award, you must have:

- **Achieved Advanced Communicator Silver award (or achieved Able Toastmaster Bronze award or Advanced Toastmaster Silver award)**
- **Completed two additional advanced communication manuals (may not be those completed for any previous award)**
- **Conducted a Success/Leadership, Success/Communication or a Youth Leadership program**
- **Coached a new member with the first three speech projects**

By the time you earn the Advanced Toastmaster Gold award, you will have completed six of the available Advanced Communication manuals and will have learned many valuable speaking skills.

To apply for any of the Advanced Communicator awards, complete the appropriate section of the application in the back of any advanced manual and ask your vice president education to submit it online to World Headquarters. You'll receive a certificate and, if you wish, World Headquarters will send a letter to your employer about your achievement.

This information is provided from the Toastmasters International site.