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Toastmasters advanced manuals pdf download

The advanced communication guides train Toastmasters for various speech situations that masters can encounter outside the club environment. There are 16 advanced communication guides, each with five speech projects. The individual projects focus on a single, specific issue to help Toastmasters improve their communication skills in a particular field. The more entertaining speaker-TheEntertainingSpeaker includes valuable information on how to give an amusing or dramatic speech, where to find material, how to make the audience laugh, and what to do when you're asked to speak. A conversation with Inform Adv-SpeakingToInform contains information and ideas about demonstration talk, fact-checking report, abstract concept, and resources for purpose purpose. Public relations is about building goodwill through speech, persuading an audience, speaking to a hostile audience and speaking to the media. Facilitates discussion guidance providing guidance on the four different methods for leading a group discussion. Ideal guide for principals, coaches, teachers and principals. Special speeches-specialized Speeches cover impromptu speeches, sales presentations, introductions, inspirational speeches and oral interpretations. Speeches by management more-teeth How to deal with a variety of speech situations that managers encounter in the workspace. Topics included include providing briefings, technical speeches, motivational speeches and status reports. The professional speaker more-TheProfessionalSpeaker guide to preparing and presenting the five types of speeches that professionals usually give. Covers the keynote, amusing speech, sales training speech, seminar and motivational speech. Edo-Technical Technical PresentationsA complete guide to preparing and presenting briefings, proposals, technical papers and team presentations. Convincing Speaker Adv-ConvincingSpeaking This guide helps you develop persuasion techniques and expand your presentation skills so that you can influence and persuade others to accept your ideas, products or services. Communication on TV more-CommunicatingOnTelevision with this guide will learn to view editorials, appear as a guest on an interview show, hold a press conference and use TV to practice. Stories about stories covered in this guide include the people's story, the personal story, stories with morals, the moving story and the historical story. Translated reading interpretation provides guidance in developing your skill reading skills. Projects include storytelling, poetry, monodrama, plays and speeches. Interpersonal Communication More-Interpersonal Connection Topics Include easily chatting, negotiating, handling criticism, training someone to improve performance and expressing satisfaction with efficiency. Speeches for special occasions More-SpecialOccasionSpeeches provides guidance in providing a toast, speaking highly of praise, grilling someone, and presenting or receiving awards. Humorously Adv-HumorouslySpeaking this guide shows you how to use humorous stories and jokes throughout your speech to catch and keep listeners' attention and illustrate your points. You also learn how to give a totally humorous speech. The head of the discussion further-discussions includes information about how to manage a group during the meeting, at school or at civic events and at a gathering of friends or family. Share and enjoy advanced communication guides to train you for different speech situations that Toastmasters can encounter outside the club environment. There are 15 advanced communication guides, each with five speech projects. The individual projects focus on a single, specific issue to help Toastmasters improve their communication skills in a particular field. The chart below lists the headers of advanced communication guides. For details about the projects in the Guide, click the title. Presentation time for some speech projects may include additional sections for Q&A periods. You can order in person or the full library of advanced communication guides online. Your club and vice president of education can apply for an AC or other award. Click the title to view the content. You can go directly to another title. People like to entertain and the amusing speaker offers listeners a pleasant diversion from their demanding lives. This guide offers five projects to help you develop your skills as an entertaining speaker. 1. Entertaining speaking time: 5-7 minutes Goals: • Entertain the audience through humor and/or drama taken from your personal experience. • Organize an amusing speech to the maximum impact of the audience. 2. Entertainment time resources: 5-7 minutes Goals: • Draw humorous and/or dramatic material from sources other than your personal experience. • Tailor your material to suit your subject, your personality, and your audience. Use amusing material as a means of delivering a serious message. 3. Make them laugh time: 5-7 minutes Goals: • Prepare a humorous speech taken from your experience. • Strengthen speech by customizing humorous material from external sources. • Deliver the speech in a way that makes humor effective. 4. Dramatic talk time: 5-7 minutes Goals: • Develop a dramatic and entertaining conversation about an experience or event, or give a dramatic reading. • Include live images, characters and dialogue. • The conversation is translated. 5. Speaking after dinner: 8-10 minutes Goals: • Prepare an amusing after-dinner conversation about a particular topic. • Provide the conversation in the grave, using the skills developed in previous entertainment projects. Do you want to tell others about a new product, an important discovery, ways to improve the benefits of a person's life? By completing the projects in the Speak To Informant guide, you'll learn to communicate your ideas effectively. 1. Speak to inform time: 5-7 minutes Goals: • Select new and useful information for a presentation to your audience. • Organize the information for easy understanding and retention. • View the information in a way that will help motivate your audience to learn. 2. Resources for knowledge time: 5-7 minutes Goals: • Analyze your audience's level of knowledge about the topic you have chosen. • Focus your presentation on the knowledge level of your audience. • Build a support case for each main point using explanation, samples and information collected in the study. • Effectively use at least one visual aid to improve audience understanding. 3. Demo talk time: 5-7 minutes Goals: • Prepare a demo speech to clearly explain process, product or activity. • Hold the demonstration as part of a speech he gave without comments. 4. Fact-finding report time: 5-7 minutes plus 2-3 minutes of Q&A • Prepare a report on a situation, event or interesting problem for the audience. • Provide sufficient factual information in your report so that the audience can draw valid conclusions or a firm decision about it. 5. Abstract concept time: 6-8 minutes Goals: • Research and organization of experts' thought on abstract concept, theory, historical power, or social/political issue. • Present the ideas clearly and interestingly. Everybody loves a good story! The projects in this guide are designed to help you develop training skills. 1. Folk Story Time: 7-9 minutes Goals: • Tell a folk tale that is entertaining and fun for a specific age group. • Use simulations and a life voice to improve the story. 2. Let's get personal time: 6-8 minutes Goals: • To learn the elements of a good story. • To create and tell an original story based on a personal experience. 3. The sun's morals of a toast. 4-6 minutes Goals: • To understand that a story can be amusing but display moral values. • To create a new story that offers a lesson or morals. • Tell the story, using the skills developed in the previous two projects. 4. Touching story time: 6-8 minutes Goals: • To understand the techniques available to stimulate emotion. Be adept at stimulating emotions while telling a story. 5. Bringing History to Life: 7-9 Goals: • Understand the purpose of stories about historical events or people. • Use the story skills developed in previous projects to tell a story about a historical event or person. 1. Control the toast lift time: 2-3 minutes Goals: • Identify the characteristics of a toast. • Present a toast to an event or person. 2. Speaking during Hillel: 5-7 minutes Goals: • Prepare a speech praising or honoring someone, dead or alive. • Handle five areas concerning his personal achievements and achievements. • Include anecdotes that illustrate points within speech. 3. Roast time: 3-5 minutes Goals: • Poke fun at a particular individual in a good way. • Customize and customize humorous material from other sources. • Deliver humorous jokes and stories effectively. 4. Presentation of award time: 3-4 minutes Goals: • Award with respect and grace. • Meet the recipient's contribution. 5. Receiving award time: 5-7 minutes Goals: • Receive an award with dignity, kindness and honesty. • Meet the organization of the show. 1. Talk about cessation time: 5-7 minutes Goals: • Develop awareness of situations where you might be called upon to give an impromptu speech. • Figure out how to prepare for an impromptu thing. • Developing a skill as a speaker in an impromptu situation using one or more patterns to approach the topic in a discussion; For example, comparing the status of past, present, and future, or before and after. 2. Elevate wind time: 8-10 minutes Goals: • Identify and understand the fundamental differences between inspirational speeches and other types of speeches. • Learn how to appreciate your audience's feeling and develop an emotional kinship relationship. • Developing a speech and delivery style that effectively express inspiring content by moving your audience to embrace your opinions. 3. Sell product time: 10-12 minutes Goals: • Understand the relationship of sales technique to persuasion. • Skillfully use the four stages of a sales presentation: attention, interest, desire, action. • Identify and promote a unique sales proposal in a sales presentation. 4. Read the time aloud: 12-15 minutes Goals: • Reach an understanding of the elements that make up oral interpretation and how it differs from preparing and giving a speech. • Learn the preparation or planning techniques of effective interpretation. • Learn the principles of presentation and develop a skill in interpretive reading in relation to voice and body as a communication tool. 5. View speaker time: >Download of meeting objectives: • Focus on speaking a special event from the perspective of the introduction (function, shooter, toastmaster, master of ceremonies). • Be knowledgeable and skilled in functions With the Master of Ceremonies. • Handle the introduction of other speakers at a club meeting. 1. Goodwill Talk Time: 5-7 minutes Goals: Prepare a conversation that will build goodwill for your organization by providing useful information that is interesting to your audience. 2. Radio talk time: 3-5 minutes, plus 2-3 minutes Q and A 3. Compelling approach time: 5-7 minutes Goals: Redirect a compelling appeal to the audience's self-interest through a combination of fact and emotion in a speech delivered in such a way that it seemed extemporaneous. Convince your audience to embrace your point of view by using standard persuasion techniques. 4. Speaking under fire time: 3-5 minutes, plus 2-3 minutes (Q&A) A Goals: Prepare a call to persuade a hostile audience to at least consider your position on a controversial issue. Manage a Q&A period on speech. 5. Crisis management talk time: 4-6 minutes, plus 3-5 minutes Q and A1. Warm up your audience time: 5-7 minutes Goals: • Prepare a speech that opens with a humorous story. • Customize the story. • Deliver the story smoothly and efficiently. 2. Leave them with smile time: 5-7 minutes Goals: • Prepare a serious speech that opens and closes with humorous stories. • Preparation of a graduation story that re-simulates the main point of the speech. • Deliver the stories smoothly and efficiently. 3. Make them laugh time: 5-7 minutes Goals: • Prepare a speech that opens and closes with humorous stories. • Include jokes in the speech body to illustrate points or keep the audience interested. • Deliver the jokes and stories smoothly and efficiently. 4. Save them laughter time: 5-7 minutes Goals: • Prepare a speech that opens with a self-diminished joke. • Put together two or three related jokes in the speech body. • Close the speech with a humorous story. 5. Humorous speaking time: 5-7 minutes Goals: • Use exaggeration to tell a humorous story. • Entertain the audience. • Use body language and voice efficiency to improve the story. 1. Effective sales time: 8-12 minutes (3-4 minutes of speech, short scenario introduction, 3-5 minutes role playing game) Goals: • Learn a technique for selling a cheap product in a retail store. • Identify buyer thought processes in making a purchase. • Stimulate potentially buyer information through questions. • Adjust the status of the buyer with the most suitable product. 2. Conquest cold call time: 10-14 minutes (3-4 minutes speech, short scenario introduction, 5-7 minutes role playing game, 2-3 minutes discussion) Goals: • Learn technique for cold call selling expensive product or services. • Identify the risks buyers take in purchasing. • Use questions to help the buyer discover problems with his or her current situation. • Handle the success of the buyer And concerns. 3. Winning bid time: 5-7 minutes Goals: • Prepare a proposal that supports an idea or course of action. • Organize the offer using the six-step method provided. 4. Reference to opposition time: 7-9 minutes plus 2-3 minutes of target Q&A A Goals: To understand the nature of a tv press conference. Prepare for a rival debate on a controversial or sensitive issue. To use appropriate preparation methods and strategies for communicating your organization's perspective. Present and maintain a positive image on TV. 5. TV time training: 5-7 minutes plus playback goals: learn how to develop and present an effective tv training program. to get personal feedback using the presentation video. 1. Read story time: 8-10 minutes Goals: • To understand the elements of interpretive reading. • Learn how to analyze a narrative and plan an effective interpretation. • Learn and apply voice techniques to help effectively read. 2. Poetry time interpretation: 6-8 minutes Goals: • Understand the differences between poetry and prose. • To identify how poets use imagination, rhythm, meter, rhythm and rhyme to convey the meanings and emotions of their poetry. • Apply voice techniques to help effective reading. 3. The Motordrama 5-7 min Goals: • To understand the idea and nature of monodrama. • Assume the identity of the character and play the physical and emotional aspects of this character to the audience. 4. Game time: 12-15 minutes Goals: • To match a play to interpretive reading. • Present multiple characters in one call. identify them to the audience through sound and movement changes. 5. Noor speech time: 8-10 minutes Goals: • To understand the structure of an effective speech. • Interpret and present a famous speech. 1. Converse with a convenient time: 10-14 minutes Goals: • Identify techniques for using conversations with strangers. • Identify different levels of conversation. • Initiate a conversation with a stranger. • Use open questions to request information for further conversation. 2. Successful negotiation time: 10-14 minutes Goals: • Use win/win negotiation strategies to achieve your goals. • Enjoy the benefits of win/win negotiations. 3. Disperse verbal audit time: 10-14 minutes Goals: • Respond non-defensively to verbal criticism. • >Follow the five-step method of identifying the problem, disperse the attack and reach a solution. 4. Coach time: 10-14 minutes Goals: • Determine reasons for someone's sub-level performance. • Train the person for improved performance. 5. Setting yourself in an efficient time: 10-14 minutes Goals: • Enjoy the mental and physical benefits of being assertive. • The four-step method for addressing the problem and asking for help. • Overcome opposition to your requests. 1. Technical briefing time: 8-10 minutes Goals: Use a systematic approach, organize technical material into a concise presentation. Tailor your presentation to your audience's needs, interests, and levels of knowledge. 2. Offer time: 8-10 minutes, plus 3-5 minutes (Q&A) A Objectives: Prepare a technical presentation that supports a product, service, idea, or course of action. Present your point of view logically and convincingly, using a reverse pyramid approach, to effectively use your flip chart to illustrate your message. To effectively handle a period of Q&A. 3. Non-technical audience time: 10-12 minutes goals: understand the principles of transferring complex information to non-content listeners. Build and deliver an interesting conversation based on these principles. Answer the audience questions that arise during your presentation. Use over-the-cessations to illustrate your message. 4. Presentation of technical paper time: 10-12 minutes Goals: Give an interesting speech based on a technical paper or article. Use an inverted chart, over-projector, or slide efficiency to illustrate your message. 5. Improving conversation with internet time: 12-15 minutes Goals: Understand nature and process A technical presentation supported by professional-grade visual aids. Locate or create a post meeting website for more information that supports or improves your verbal presentation. You can create a webpage and add it to your club's website, so you use a podcast, webcast, or basic web template. Use a desktop computer, a Microsoft word, a Web browser, a simple graphics program for pictures and other pictures, a Microsoft Power Point, and a flip chart to support your presentation. Group discussions are common, and this guide provides guidance for facilitating the most common types of discussions. Learn about giving a panel discussion, facilitation of a brainstorming session, leading a problem-solving discussion, treating challenging people during discussions, and helping a problem-solving group achieve consensus. 1. Panel Moderator Time: Presentation of 28-30 minutes, 22-26 Discussion 2. Brainstorming time: 31-33 minutes, 20-22 Debate 3. Troubleshooting debate time: 26-31 minutes, 19-23 minutes discussion 4. Handling challenging situations Time: 22-32 minutes, 12-21 Discussion 5. Reaching consensus time: 31-37 minutes, 20-26 Debate 1. Briefing time: 3-5 minutes plus 2-3 minutes Q&A A Goals: Give a briefing according to a specific goal so that the audience will have an understanding of the information. Effectively handle the question-and-answer discussion after the briefing. 2. Illustrate with praise time: 5-7 minutes 3. Convince and stimulate time: 5-7 minutes goals: understand the idea and nature of motivational methods in management. Apply a four-stage motivational method with the goals to persuade and inspire. Say a motivational speech to persuade your audience to agree with your management proposal. 4. Communication change time: 5-7 minutes 5. Bad news time delivery: 5-7 minutes 1. Keynote speech time: 15-20 minutes Goals: • Identify the fundamental differences between keynote speeches and other types of speeches. • Learn how to appreciate your audience's feeling and establish an emotional kinship relationship. • Learn and use the cover techniques required for a successful key presentation. • Developing a style of speech and delivery that inspires and differs from the audience to embrace your views as a collective re-approval of its own. 2. In conversation with

entertainment time: 15-20 minutes goals: • Entertain the audience through humor taken from personal experience and other materials you have personally. • Deliver the speech in a way that makes humor effective. • Create a personal relationship with your audience to maximum impact. 3. Sales training talk time: targets of 15-20 minutes: • Tell a sales audience how to sell a product through a planned presentation. • Inform the audience of sales training on the human experience of the buyer-seller • Use fun stories and dynamic examples of sales modes. • Inspire salespeople to want to succeed in selling. 4. Profesonal seminar time: 20-40 minutes Goals: • Plan and present a seminar with specific learning goals. • Treat the audience with a seminar presentation style. • Use seminar presentation techniques to promote group participation, learning and personal growth. 5. Motivational talk time: 15-20 minutes Goals: • Understand the idea and nature of motivational speech. • Applying a four-sided motivational method with the aim of persuasion and inspiration. • Give a motivational speech to persuade the audience to make an emotional commitment to action.

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