



Competent Communicator Manual

This manual (called the "CC Manual") is what you start with when you join Toastmasters. It contains 10 speech projects, each designed to develop your speaking skills one step at a time.

Each project builds on what you learned in the previous projects ; you should thus present the speeches in the order in which they appear in the manual.

Each speech should be presented in a certain prescribed time (for example between 5 and 7 minutes). Some leeway is permitted, but you should always strive to deliver your speeches within the designated time.

The CC manual teaches you the basics of public speaking. Once you have finished it you will receive your Competent Communicator (CC) certificate. You can then start refining and enhancing your speaking skills by presenting speeches from the Advanced Communicator programme.

Details of the 10 assignments in the CC manual are listed below ; detailed criteria for the first three can be downloaded from our website.

CC 1 : The ice breaker

Goals

- 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.

Time: 4-6 minutes

CC 2 : Organise Your Speech

Goals

- To organise your thoughts into a logical sequence that leads the audience to a clearly defined goal.
- To build a speech outline that includes an opening, body and conclusion.
- To confront and control any nervousness you may have.

Time 5-7 minutes

CC 3 : Get To The Point

Goals

- *Select a speech topic and determine its general & specific purpose & get that across to the audience effectively*
- *Organise your speech and project sincerity and control any nervousness*
- *Strive not to use notes*

Time 5-7 minutes

CC 4 : Show what you mean

Goals

- To learn the value of gestures and body movements as part of a speech.
- To explore the different ways of using body language.
- To develop a sense of timing and natural, smooth body movement.

Time 5-7 minutes

CC 5 : Vocal variety

Goals

- To explore the use of voice volume, pitch, rate and quality as assets to your speaking.
- To achieve a pleasing natural voice quality when speaking.

Time 5-7 minutes

CC 6 : Work with words

Goals

- To select precisely the right words required to communicate your ideas clearly and vividly.
- To avoid lengthy words or sentences and jargon.

Time 5-7 minutes

CC 7 : Apply your skills

Goals

- To bring together and apply the communication skills you have learned in the preceding projects.
- To organise your speech in a logical manner, following one of the suggested outlines.
- To research the facts needed to support your speech.
- To make a personal evaluation of your progress.

Time 5-7 minutes

CC 8 : Add impact to your speech

Goals

- To learn the value of props while speaking.
- To learn how to use props effectively in your presentations.

Time 5-7 minutes

CC 9 : Persuade with power

Goals

- To present a talk that persuades the audience to accept your proposal or 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.

Time 5-7 minutes

CC 10 : Inspire your audience

Goals

- To understand the mood and feelings of your audience on a particular occasion.
- To put those feeling into words and inspire the audience, using all the techniques you have learned so far.

Time 8-10 minutes
