

# Competent Communicator Projects

Toastmasters International unveiled its new Competent Communicator Manual in January 2006 (Toastmasters International Catalog #225). This manual replaces the previous Communication and Leadership manual and is included in every new member package, along with the Competent Leader Manual. Here is an overview of the projects in the new manual.

**1 The Ice Breaker**

- ▶ To begin speaking before an audience.
- ▶ To identify speaking skills you already have and skills that need attention.

**Time: Four to six minutes.**

4 5 6

**2 Organize Your Speech**

- ▶ Select an appropriate outline which allows listeners to easily follow and understand your speech.
- ▶ Make your message clear, with supporting material directly contributing to that message.
- ▶ Use appropriate transitions when moving from one idea to another.
- ▶ Create a strong opening and conclusion.

**Time: Five to seven minutes.**

5 6 7

**3 Get to the Point**

- ▶ Select a speech topic and determine its general and specific purposes.
- ▶ Organize the speech in a manner that best achieves those purposes.
- ▶ Ensure the beginning, body and conclusion reinforce the purposes.
- ▶ Project sincerity and conviction and control any nervousness you may feel.
- ▶ Strive not to use notes.

**Time: Five to seven minutes.**

5 6 7

**4 How to Say It**

- ▶ Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
- ▶ Use rhetorical devices to enhance and emphasize ideas.
- ▶ Eliminate jargon and unnecessary words. Use correct grammar.

**Time: Five to seven minutes.**

5 6 7

**5 Your Body Speaks**

- ▶ Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose.
- ▶ Make your body language smooth and natural.

**Time: Five to seven minutes.**

5 6 7

**6 Vocal Variety**

- ▶ Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message.
- ▶ Use pauses to enhance your message.
- ▶ Use vocal variety smoothly and naturally.

**Time: Five to seven minutes.**

5 6 7

**7 Research Your Topic**

- ▶ Collect information about your topic from numerous sources.
- ▶ Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.

**Time: Five to seven minutes.**

5 6 7

**8 Get Comfortable with Visual Aids**

- ▶ Select visual aids that are appropriate for you and the audience.
- ▶ Use visual aids with ease and confidence.

**Time: Five to seven minutes.**

5 6 7

**9 Persuade with Power**

- ▶ Persuade listeners to adopt your viewpoint or ideas or to take some action.
- ▶ Appeal to the audience's interests.
- ▶ Use logic and emotion to support your position.
- ▶ Avoid using notes.

**Time: Five to seven minutes.**

5 6 7

**10 Inspire Your Audience**

- ▶ To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.
- ▶ Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.
- ▶ Avoid using notes.

**Time: Eight to ten minutes.**

8 9 10

Completing Competent Communicator is just the beginning. Toastmasters International offers a choice of 15 Advanced Communication Manuals.

Would you like to order the Competent Communicator Manual or other Toastmasters Supplies? Visit the Toastmasters International Website ([www.toastmasters.org](http://www.toastmasters.org)), and click "Online Store". Don't forget: clubs can also apply for educational awards online by clicking "Club Business" in the left sidebar of the TI Website.

**Competent Leader projects are found on the other side of the card.**

# Competent Leader Projects

Toastmasters International unveiled its new Competent Leader Manual in January 2006 (Toastmasters International Catalog #265). The manual is included in every new member package, along with the Communication and Leadership (Competent Communicator) Manual. Here is an overview of the projects in the new manual.

## 1 Listening and Leadership

- ▶ Determine your current listening skills.
- ▶ Identify the seven steps to better listening.
- ▶ Practice listening skills in various club roles.

**Requirements:** Serve **three** of the following roles: Evaluator, Table Topics Speaker, Ah Counter, Grammarian

## 2 Critical Thinking

- ▶ Determine your current thinking skills.
- ▶ Practice critical-thinking skills in various club roles.

**Requirements:** Serve **two** of the following meeting roles: Evaluator, Grammarian, General Evaluator

## 3 Giving Feedback

- ▶ Determine your current skills in giving feedback.
- ▶ Identify the steps in giving feedback effectively.
- ▶ Practice giving feedback as you serve in various meeting roles.

**Requirements:** Serve **three** of the following meeting roles: Evaluator, Grammarian, General Evaluator

## 4 Time Management

- ▶ Determine your current time-management skills.
- ▶ Identify steps to effectively manage time.
- ▶ Practice time-management skills in various club roles.

**Requirements:** Serve as **Timer**, plus **one** of the following meeting roles: Toastmaster, Speaker, Grammarian, Table Topics Master

## 5 Planning and Implementation

- ▶ Determine current planning and implementation skills.
- ▶ Identify steps in planning and implementation process.
- ▶ Practice planning and implementation skills in various club roles.

**Requirements:** Serve **three** of the following meeting roles: Speaker, General Evaluator, Toastmaster, Table Topics Master.

## 6 Organizing and Delegating

- ▶ Determine current skills in organizing and delegating.
- ▶ Identify steps in organizing and delegation process.
- ▶ Practice skills in organizing and delegating during various club roles.

**Requirements:** Help or assist in **one** of the following: Club Speech Contest, Club Special Event, Club Membership Campaign or Contest, Public Relations Campaign, Club Newsletter, Club Webmaster

## 7 Developing Facilitation Skills

- ▶ Determine your present facilitation abilities.
- ▶ Identify facilitation strategies.
- ▶ Practice facilitation skills in various meeting roles.

**Requirements:** Serve **two** of the following: Toastmaster, General Evaluator, Table Topics Master, Befriend a Guest at a Club Meeting

## 8 Motivating People

- ▶ Determine your current motivational skills.
- ▶ Identify conditions that motivate people.
- ▶ Practice motivational skills while serving in club roles.

**Requirements:** Achieve or serve **three** of the following: Membership Campaign or Contest Chairman, Public Relations Campaign Chairman, Toastmaster, Evaluator or General Evaluator

## 9 Mentoring

- ▶ Determine your current motivational skills.
- ▶ Identify conditions that motivate people.
- ▶ Practice motivational skills while serving in club roles.

**Requirements:** Serve **one** of the following roles: Mentor for a New Member, Mentor for an Experienced Member, Guidance Committee Member for Someone Working on High-Performance Leadership Project

## 10 Team Building

- ▶ Determine your current team-building skills.
- ▶ Identify the steps in building a team.
- ▶ Practice team-building skills while serving in various club roles.

**Requirements:** Serve as General Evaluator **and** Toastmaster, or **one** of the following roles: Membership Campaign or Contest Chairman, Public Relations Campaign Chairman, Club Speech Contest or Club Special Event Chairman, Club Newsletter Editor or Webmaster

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