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Book Descriptions:

competent communication manual 1 - the icebreaker

This kit is sent to you by Toastmasters International headquarters after you become a full member of Moscow Free Speakers Club. Project 2 Organize Your Speech 5 to 7 minutes Use correct grammar. Executive Summary For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk. Objectives To begin speaking before an audience. You may think you left out some of the best parts. Every speaker thinks that. Just congratulate yourself on having delivered your first speech, then write down the things you did well and the things you want to improve to make your next speech even better. To supplement your selfevaluation, an experienced club member has been assigned to evaluate your efforts. Before the meeting begins, give this manual to your evaluator so he or she may make notes on the evaluation page of this project. This gives you a permanent record of your progress. If you want the evaluator to observe something in particular, be sure to inform the evaluator in advance. Ask other members for additional comments after the meeting some may give you their own brief written comments during the meeting. All of these comments may not be useful to you, but you should consider them carefully. Remember, each evaluation is an opinion of how that person perceived you and your presentation. These opinions usually but not always will be helpful to your selfdevelopment. This information is provided as a service to members. For full details on this speech project, refer to the Competent Communication manual. All materials in the Toastmasters Educational Program are copyright Toastmasters International. All rights reserved. <http://spb.ledcraft.ru/source/6es7332-5hb01-0ab0-manual.xml>

- **competent communication manual 1 - the icebreaker, competent communication manual 1 - the icebreakers.**

The Competent Communication Manual You may be more comfortable communicating by electronic mail or telephone than in person. Speaking to large or small groups, or even onetoone, may intimidate or frighten you. Yet good communication skills are vital if you want to be successful. Corporate leaders say that the ability to communicate well orally is one of the most important skills their recruiters look for in job candidates. Businesses want people who express themselves clearly and confidently, and are persuasive and comfortable communicating with a wide range of people, from top executives to assemblyline workers. See sample speech here . It is nervewracking when speaking in front of a new group. If you feel this nervousness, remember that a Toastmaster audience is always supportive and understanding. Nobody is grading you, and nobody will mind if you stumble through 99 "Um"s and "Ah"s. If you get up, say something, and sit down, you have succeeded in this project. Some new members have no public speaking experience, while others have years of presentations behind them. No matter where you fit into this spectrum, your goal is to improve from your starting point. This first speech helps club members gauge your current strengths so that they can make specific recommendations to help you improve. You can download a PDF version of the first project from the Toastmasters International website. Just do your best. " If you don't, feel free to ask any other club member. Perhaps they can share what they spoke about for their Icebreaker. Perhaps they can help you select a topic. Perhaps you can practice it privately before the meeting. All other members have gone through the Ice Breaker before, and can provide words of encouragement. However, your nervousness will be reduced considerably if you give it a couple of practice runs out loud even if your only audience is

you. <http://ros-audit.com/i/up/6es7332-5hd01-0ab0-user-manual.xml>

It may seem like a long time, but in later projects, you'll start wishing you had much more time to deliver your message. Don't worry too much about going under or over time. Just aim for somewhere in that range. If you need notes, use them. If you don't need notes, don't. Either way, don't worry about it. It's okay if you read your ice breaker from a script just try to look up once in a while, if you refer to cue cards, or if you talk without notes. Nobody expects you to be a worldclass orator. Just do your best. Once you have established your "base line", then you can aim to raise your skill level in future projects. Try to avoid these, but don't worry if you can't help it. The laughs from the audience will reduce your nervousness. Often, the audience doesn't notice the little glitches, and it is much better for you to ignore them too. However, having said that, one of these ideas may help you overcome writer's block. For example, you could open up by talking about your family, then discuss your career, and conclude with your hobbies. It might be a signature phrase, a philosophy that guides you, or even something obscure like peanut butter. i.e. imagine stories through your life where peanut butter played a role

Subscribe to Six Minutes for free to receive future articles. Note Six Minutes is not affiliated with or endorsed by Toastmasters International. Click here for more information about the relationship between the two. He teaches courses, leads seminars, coaches speakers, and strives to avoid Suicide by PowerPoint. He is an awardwinning public speaker and speech evaluator. Andrew is a father and husband who resides in British Columbia, Canada.

Toastmasters Speech 2 Organize Your Speech
Toastmasters Speech 3 Get to the Point
Toastmasters Speech 4 How to Say It
Toastmasters Speech 7 Research Your Topic
Toastmasters Speech Series Your Guide to the First 10 Speeches
Toastmasters Speech 5 Your Body Speaks And the fear, what if humor bombs Be Positive !

Nothing grand. I don't expect him to come on a white horse. Just a BMW will do !" I still remember these speeches simply because of the subtle humor. Since the title is said by someone else, there's no fear of the humor bombing. If the audience doesn't laugh, no problem. More on that in a future article. However, I will attempt a less exciting way for about six minutes !" Your resources are very useful for the aspiring Toastmaster. I will be pointing fellow members to your site regularly. Keep up the good work! Thanks for the help and encouragement. I think I'll get a bit more sleep than I thought I would when I first became aware of the extent of my obligation. After sweating alot, I'll do fine and may live to tell about it. Had only 2 days to put my ice breaker together and your information was invaluable. I even won best speaker We've added a link to your page in one of our posts to help out future members get a better sense of this. Regards, Alex Chan StLawrence Toastmasters Montreal, Canada Thanks for linking to my blog. I've changed the URL, so you may want to update your link Thanks! I hope you get a chance to finish the series. It prodded me to post my own Ice Breaker another example of "Common Thread", along with other member contributions, on our club site If you only just fumble your way through, the rest of your speech will not be particularly inspiring. Getting the levels of anxiety down at the beginning is key to getting a good start, and using an icebreaker to engage the audience helps them, and you. Just knowing you are an expert "the" expert is not enough to allay our fears, sadly. It is great to hear icebreaker speeches which give us more information on the speaker, his experiences, interests and events that moulded his personality to give it its present shape. But when I see those icebreakers examples, I feel like the icebreaker I have prepared is quite pale in comparison. I also think it's hard to incorporate humour in it.

This is asking a lot for a first speech. It doesn't matter if your speech is different. Everyone will have a different ice breaker speech, and that's fine. A big part of who I am is a woodturner and would like to bring a 2 or 3 small pieces to have on the table to showcase what I do and answer questions. Would that be appropriate If your Ice Breaker speech heavily focuses on your woodturning pursuits, then it may add value to bring in examples of this work. Make sense. It would be easy to speak for 2

minutes and take questions for 4 minutes, but this would not allow you to meet the objectives for this first TM project. Try filling your available time with your speech this time. Your information has helped me A LOT. thanx! And I'm glad I found your blog! Thank you. All the contents here are very useful. Please visit for the complete script of my icebreaker speech which had won best speaker award Definitely helped me with my first speech entitled, "Becoming a Technical Evangelist" Thanks for sharing I'm curious about the contents of the basic books that are used and was pleasantly surprised to find your link. Thank you! If your still updating this blog it would be great if these were fixed as its a useful resource and one of the first that comes up in a google search for icebreaker tips Two months before I joined Toastmaster in Kuwait and attended couple of meetings. This is really good platform for learning and gain knowledge how to stand and deliver and 100's of audience. I shall be glad if you can send me regularly your good speeches so that I can ready and learn and pass ahead to others. Looking forward to hear from you Thanks Yunus Looking forward to it. Thanks Bren Thank you so much for publishing it. Often refer new Toastmasters to your website. I found this website and am discovering it has rich, rich resources. The Comments below are one of the incredible sources of encouragement, wisdom and guidance. Thank you for this website, it's invaluable!

<http://www.amedar.com/images/caldaia-chaffoteaux-et-maury-manuale.pdf>

Just in case, here is the link that should take you to the clubs close by you BTW i live in Iran. Can somebody help me plz Thnx One of my best friend had advised me to come forward at he event since he is already a toastmaster for quite some time. What things have to be keep in mind while give a speech. I thought hers was great; mine was okay. I did mine in chronological order. Enjoy it! In short, everyone. Superb treatment of audience analysis, message formation, and storytelling. Discusses the different types of stories that every speaker must be able to tell. Weaves numerous stories through the book. Covers a wide breadth of topics. This book contains the foundation for the Dale Carnegie speaking courses which have been completed by millions of people. Emphasizes designing around the message rather than designing around the slides. Includes numerous fullcolor examples of slides, both good and bad. Published by the American Society for Training and Development, this is a bestseller among training professionals. Everyone can benefit by improving their visual thinking skills with the help of this book. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk. These are designed to develop your skills one step at a time. Each speech will build upon what you have learned in your preceding speeches. Each project calls on you to prepare a speech on a subject of your own choosing using certain speaking principles. Each manual project lists the objectives for that speech and includes a written checklist for your evaluator to use when evaluating the speech. The purpose of the extensive preparation and commentary is to show you what you're doing well, what you need to work on, and to drive these lessons home so you are constantly improving.

<http://www.gasparedicaro.com/images/caldaia-ecoflam-linda-manuale.pdf>

To discover speaking skills you already have and skills that need some attention. 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. Ensure the beginning, body and conclusion reinforce the purposes. Project sincerity and conviction and control any nervousness you feel. Strive not to use notes. Use rhetorical devices to enhance and emphasize ideas. Eliminate jargon and unnecessary words. Use correct grammar. Make your body language smooth and natural. Use pauses to enhance your message. Use vocal variety smoothly and naturally. Carefully support your points and opinions with specific facts, examples and illustrations gathered through research. Use visual aids correctly with ease and confidence. Appeal to the audience's interests. Use logic and emotion to support your position. Avoid using notes. Appeal to the

audience's needs and emotions, using stories, anecdotes and quotes to add drama. Call a club contact or fill in the form and a club representative will be in touch with you soon. Use correct grammar. It is not to be used for solicitation and distribution of non Toastmasters material or information. All rights reserved. Toastmasters International, the Toastmasters International logo and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only by permission. Theme Catch Box by Catch Themes. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk. You must take the time to put your ideas together in an orderly manner. You can organize your speech in several different ways; choose the outline that best suits your topic.

The opening should catch the audience's attention, the body must support the idea you want to convey, and the conclusion should reinforce your ideas and be memorable. Transitions between thoughts should be smooth. A general purpose is to inform, to persuade, to entertain, or to inspire. A specific purpose is what you want the audience to do after listening to your speech. Once you have established your general and specific purposes, you'll find it easy to organize your speech. You'll also have more confidence, which makes you more convincing, enthusiastic, and sincere. Of course, the better organized the speech is, the more likely it is to achieve your purpose. Word choice and arrangement need just as much attention as speech organization and purpose. Select clear, accurate, descriptive and short words that best communicate your ideas and arrange them effectively and correctly. Every word should add value, meaning, and punch to the speech. Use correct grammar. It also helps release any nervousness you may feel. Stance, movement, gestures, facial expressions, and eye contact help communicate your message and achieve your speech's purpose. Body language should be smooth, natural, and convey the same message that your listeners hear. A lively, excited voice attracts and keeps listeners' attention. A speaking voice should be pleasant, natural, forceful, expressive, and easily heard. Use volume, pitch, rate, and quality as well as appropriate pauses to reflect and add meaning and interest to your message. Your voice should reflect the thoughts you are presenting. You can find this material on the Internet, at a library, and in other places. Use information collected from numerous sources and carefully support points with specific facts, examples and illustrations, rather than with just your own opinions. The most popular visual aid are computerbased visuals, overhead transparencies, flip charts, whiteboards, and props.

The type of visual aid you choose depends on several factors, including the information you wish to display and the size of the audience. Visuals must be appropriate for your message and the audience, and be displayed correctly with ease and confidence. Avoid using notes because they may cause listeners to doubt your sincerity, knowledge, and conviction. It brings the audience together in a mood of fellowship and shared desire, builds the audience's enthusiasm, then proposes a change or plan and appeals to the audience to adopt this change or plan. It is not to be used for solicitation and distribution of non Toastmasters material or information. All rights reserved. Toastmasters International, the Toastmasters International logo and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only by permission. Each project consists of the preparation and delivery of a single speech and focus on a key public speaking skill such as speech structure, vocal variety or body language. After completion of all ten projects you will be eligible for the Competent Communicator CC award. Use correct grammar By completing any two additional manuals you are eligible for a new Advance Communicator Award. With the first two ones, you can get Advanced Communicator Bronze ACB, then with another two Advanced Communicator Silver ACS and with the following two ones Advanced Communicator Gold ACG. It is the oldest club in Spain, meeting every 1st, 3rd and 5th Wednesday in the month, at 2015 at Contact us here. This manual contains 10 speech projects. Each speech builds upon the previous ones to help speakers learn new skills and master skills with which they may need some work. The objectives contained within the first 10 speeches give the new

speaker the tools they need to create masterful and effective speeches. Use correct grammar. To find out more, including how to control cookies, see [here](#).

The Competent Communication manual consists of ten speech projects, each one building upon the previous level in skills and difficulty. For each project, the member prepares and delivers a speech in front of the club. Speakers are expected to keep their presentations within time limits. For most Competent Communication speeches, the limit is five to seven minutes. This first speech is intended to allow you to introduce yourself to the club in a relaxed and supportive environment. Thereafter, projects are five to seven minutes. After the member gives the presentation, another Toastmaster Speech Evaluator evaluates the presenter based on the criteria for each project. The distinctive feature of Toastmasters is this continual evaluation. Each activity at our club is evaluated. Speeches are evaluated both orally at the meeting and in the member's manual. This nearimmediate feedback provides the member with information on how he or she can improve his or her presentation skills for the next speech, and is intended to provide a positive experience for the speaker. Typically, the structure of a Toastmaster Evaluation might be referred to as the "feedback sandwich," the "PIP" praise, improve, praise method, or the "CRC" commend, recommend, commend method. This manual can be completed in as little as five to six months, although most members will take more time to complete its projects. Upon completion, a member can obtain his or her Competent Leader award postnominal CL. After completing the Competent Leadership manual, members can go on toward the Advanced Leader awards, which are given in two levels, Bronze and Silver with postnominal ALB and ALS, respectively. The Bronze level requirements include serving a minimum of six months as a club officer, participating in the creation of a club success plan while in office, and attending officer training.

For AL Silver, the additional requirements of serving a year as a district officer, completing a High Performance Leadership program, and being a club sponsor, mentor, or coach are needed to attain that designation. There are 15 advanced manuals in the Toastmasters program, each consisting of five projects. These include projects on sales presentations, speaking to inform, speeches by management, interpretative reading, speaking on television, entertaining dinner speaking, communicating with news media, interpersonal communication, and others. The Advanced Communicator awards are given to members who complete two manuals per level as well as performing various other duties. There are three levels of Advanced Communicator, Bronze, Silver, and Gold, with the respective postnominals ACB, ACS, and ACG. To achieve the DTM typically takes five to eight years of dedicated service and leadership in at the local club and area or higher levels. DTM candidates must also perform more than 40 public presentations as part of earning the prerequisite Competent Communicator and Advanced Communicator awards. More than 20,000 of Toastmaster's 4 million past and present members have achieved the elite DTM status. Some dedicated Toastmasters members have achieved multiple DTM designations. Members who have earned their DTM are usually honored and presented with a medal at a district conference following their achievement. The Distinguished Toastmaster title is not necessarily the end of the journey for most Toastmasters. Many Toastmasters will reenter the program and repeat it at least once more. Every iteration through the program affords the individual additional experience in either the chosen direction or a totally new direction at their discretion. Test Speech by Colm Roe. So you've decided you want to become better at public speaking. What options are available to you. What is the quickest way of improving your public speaking ability. Is it right for you.

How could you benefit from being a member. The potential benefits of Toastmasters are numerous. Read today's blog post to help you decide if Toastmasters is right for you! More. Every time you attend a Toastmasters meeting, there is the opportunity for you to practice your speaking skills. There are two main tracks you can follow. The Ice Breaker speech is the first speech from the Competent Communicator manual. The Toastmasters Ice Breaker speech is an opportunity for you to

speak in front of an audience for the first time while allowing the audience to learn something about you. The audience wants to learn something about you, and the Ice Breaker speech is the perfect way of informing them. The Ice Breaker speech is easy to put together, as the only research involved is deciding what elements of your life you want to convey to people. As the speech is all about you, it should be easy to remember, and no one is going to question you on the content, as only you know if it's true or not. We already know that you want to be a better speaker, so tell us something we don't know about you. What Subject Could I Choose. Pick 1-3 key moments in your life that gives the audience the essence of who you are. Examples Keep it simple for your first speech. Here are a few simple structures you can use: Body A story Conclusion How did this impact your life and how can the audience learn from your experience. If it's a personal story, it will be different to anything we've heard before. If you want to do something a little different pick three objects that are important to you in your life and talk about them. Similarly, you could talk about three books that have meant a lot to you in some way. Be bold, creative and change lives through the power of your public speaking! I believe that the Ice Breaker speech is a great way for you to overcome your public speaking nerves in an encouraging environment, while gaining valuable feedback for your next speech.

One of the joys of being a member of Toastmasters is seeing new members give their Ice Breaker speech. Mentoring new members and then seeing them give high quality speeches is a wonderful experience. Maybe it's time for you to join a Toastmasters club! Competitive Speakers Perth Subiaco, Western Australia Sandgroper North Beach, Western Australia Check out the Toastmasters International website! Would you like to see more of them. What content related to Public Speaking would you like to see as a blog article in future. Please comment below! He was in the District 17 final of the Humorous competition in 2015 and is in the District 17 final of the Evaluation competition in 2017. He is very proud to be a founding member of Competitive Speakers Perth Toastmasters club. Download Our Free eBook Now. The 7 Step Formula To Becoming An Award Winning Speaker. It has all the 10 CC project manual speeches that I deliver at my club. Patent it! Visual Aids Can I use this P2 topic for my project. Thanks Reply Delete Replies Reply Saro Velrajan August 5, 2015 at 5:10 AM Topic yes. Content No Reply Delete Replies Reply Add comment Load more. If I was asked to evaluate. This post has links to all the 5. Entertaining Speaker Manual Project 1. Patent it.