

Toastmasters International

Your Pocket Guide to Advanced Communicator (ACB, ACS and ACG)

How do you achieve a goal? Make sure it is realistic, specific, in writing, and has a deadline...and make sure you have a plan!

Earning your Advanced Communicator-Bronze (ACB), Advanced Communicator-Silver (ACS) or Advanced Communicator-Gold (ACG) is both specific and realistic.

Just pick a completion date and use this Pocket Guide as your plan. Make small, consistent progress, check off your accomplishments, and soon your goal will be a reality. All Advanced Manuals may be ordered from the TI Supply Catalog (use the order number for each manual - listed in parentheses) - - or order online at:

<http://www.toastmasters.org/>

<p>THE ENTERTAINING SPEAKER (226-A)</p> <p><input type="checkbox"/> The Entertaining Speech <input type="checkbox"/> Resources for Entertainment <input type="checkbox"/> Make Them Laugh <input type="checkbox"/> A Dramatic Talk <input type="checkbox"/> Speaking After Dinner</p> <p>_____</p> <p>Times vary: 5 to 15 minutes</p>	<p>SPEAKING TO INFORM (226-B)</p> <p><input type="checkbox"/> The Speech to Inform <input type="checkbox"/> Resources for Informing <input type="checkbox"/> The Demonstration Talk <input type="checkbox"/> A Fact-Finding Report <input type="checkbox"/> The Abstract Concept</p> <p>_____</p> <p>Times vary: 5 - 12 minutes</p>	<p>PUBLIC RELATIONS (226-C)</p> <p><input type="checkbox"/> The Public Relations Speech <input type="checkbox"/> Resources for Goodwill <input type="checkbox"/> The Persuasive Approach <input type="checkbox"/> Speaking Under Fire <input type="checkbox"/> The Media Speech</p> <p>_____</p> <p>Times vary: 5 - 10 minutes</p>	<p>THE DISCUSSION LEADER (226-D)</p> <p><input type="checkbox"/> The Seminar Solution <input type="checkbox"/> The Round Robin <input type="checkbox"/> Pilot a Panel <input type="checkbox"/> Make It Make Believe <input type="checkbox"/> The Workshop Leader</p> <p>_____</p> <p>Times vary: 20 - 40 minutes</p>	<p>SPECIALTY SPEECHES (226-E)</p> <p><input type="checkbox"/> Speak Off the Cuff <input type="checkbox"/> Uplift the Spirit <input type="checkbox"/> Sell a Product <input type="checkbox"/> Read Out Loud <input type="checkbox"/> Introduce the Speaker</p> <p>_____</p> <p>Times vary: 5 - 15 minutes</p>
<p>SPEECHES BY MANAGEMENT (226-F)</p> <p><input type="checkbox"/> The Briefing <input type="checkbox"/> The Technical Speech <input type="checkbox"/> Manage and Motivate <input type="checkbox"/> The Status Report <input type="checkbox"/> The Adversary Relationship</p> <p>_____</p> <p>All speeches: 5 - 15 min</p>	<p>THE PROFESSIONAL SPEAKER (226-G)</p> <p><input type="checkbox"/> The Keynote Address <input type="checkbox"/> Speaking To Entertain <input type="checkbox"/> The Sales Training Speech <input type="checkbox"/> The Professional Seminar <input type="checkbox"/> The Motivational Speech</p> <p>_____</p> <p>All speeches: 15 - 40 min</p>	<p>TECHNICAL PRESENTATIONS (226-H)</p> <p><input type="checkbox"/> The Technical Briefing <input type="checkbox"/> The Proposal <input type="checkbox"/> The Non-Technical Audience <input type="checkbox"/> Presenting a Technical Paper <input type="checkbox"/> The Team Presentation</p> <p>_____</p> <p>All speeches: 8 - 30 min</p>	<p>PERSUASIVE SPEAKING (226-I)</p> <p><input type="checkbox"/> The Effective Salesperson <input type="checkbox"/> Conquering the Cold Call <input type="checkbox"/> The Winning Proposal <input type="checkbox"/> Addressing the Opposition <input type="checkbox"/> The Persuasive Leader</p> <p>_____</p> <p>All speeches: 5 - 14 min</p>	<p>COMMUNICATING ON TELEVISION (226-J)</p> <p><input type="checkbox"/> Straight Talk <input type="checkbox"/> The Talk Show <input type="checkbox"/> When You're the Host <input type="checkbox"/> The Press Conference <input type="checkbox"/> Training on Television</p> <p>_____</p> <p>All speeches: 3 - 30 min</p>
<p>STORYTELLING (226-K)</p> <p><input type="checkbox"/> The Folk Tale <input type="checkbox"/> Let's Get Personal <input type="checkbox"/> The Moral of the Story <input type="checkbox"/> The Touching Story <input type="checkbox"/> Bring History to Life</p> <p>_____</p> <p>All speeches: 4 - 9 min</p>	<p>INTERPRETIVE READING (226-L)</p> <p><input type="checkbox"/> Read a Story <input type="checkbox"/> Interpreting Poetry <input type="checkbox"/> The Mono Drama <input type="checkbox"/> The Play <input type="checkbox"/> The Oratorical Speech</p> <p>_____</p> <p>All speeches: 5 - 12 min</p>	<p>INTERPERSONAL COMMUNICATIONS (226-M)</p> <p><input type="checkbox"/> Conversing With Ease <input type="checkbox"/> The Successful Negotiator <input type="checkbox"/> Diffusing Verbal Criticism <input type="checkbox"/> The Coach <input type="checkbox"/> Asserting Yourself Effectively</p> <p>_____</p> <p>All speeches: 10 - 14 min</p>	<p>SPECIAL OCCASION SPEECHES (226-N)</p> <p><input type="checkbox"/> Mastering the Toast <input type="checkbox"/> Speaking in Praise <input type="checkbox"/> The Roast <input type="checkbox"/> Presenting an Award <input type="checkbox"/> Accepting an Award</p> <p>_____</p> <p>All speeches: 2 - 7 min</p>	<p>HUMOROUSLY SPEAKING (226-O)</p> <p><input type="checkbox"/> Warm up Your Audience <input type="checkbox"/> Leave Them with a Smile <input type="checkbox"/> Make Them Laugh <input type="checkbox"/> Keep Them Laughing <input type="checkbox"/> The Humorous Speech</p> <p>_____</p> <p>All speeches: 5 - 7 min</p>