

# Toastmasters Advanced Manuals

## **The Entertaining Speaker**

This manual includes valuable information on how to give an entertaining or dramatic speech, where to find material, how to make an audience laugh, and what to do when you're asked to speak after dinner.

## **Speaking To Inform**

The projects in this manual will help you give informative and interesting speeches. Topics covered include the demonstration talk, the fact-finding report, the abstract concept and resources for informing.

## **Public Relations**

This complete guide to preparing and delivering the public relations speech will help you develop resources and techniques, "speak under fire," and handle the media talk.

## **The Discussion Leader**

This manual offers guidance in presenting workshop and conference presentations. Role-playing and problem-solving sessions are also covered. This manual is a must for managers, trainers, teachers and administrators.

## **Specialty Speeches**

Speakers must be able to speak in many situations and this manual will help. Types of speeches covered include impromptu speeches, sales presentations, introductions, inspirational speeches, and oral interpretations.

## **Speeches by Management**

This manual will help you successfully handle a variety of speaking situations managers encounter in their work environment. Subjects covered include briefings, technical speeches, motivational talks and confrontations.

## **The Professional Speaker**

This manual is a complete guide to becoming a professional speaker. Subjects covered include speaking as a company representative and speaking for pay.

## **Technical Presentations**

The projects in this manual will help you prepare and present briefings, proposals, technical papers and technical team presentations.

## **Persuasive Speaking**

The ability to influence and persuade others to accept your ideas, products, or services is vital. The projects in this manual are all designed to help you develop excellent persuasive techniques and expand your presentation skills.

## **Communicating on Television**

Television presentations differ from other presentations, and they require special considerations. With this manual, you'll learn to present editorials, appear as a guest on a "talk" show, conduct a press conference, and use television to train.

## **Storytelling**

Everyone loves a story. Types of stories covered in this manual include the folk tale, the personal story, stories with morals, the touching story, and the historical story.

## **Interpretive Reading**

This manual will help you develop your interpretive reading skills. The projects include presenting stories, poetry, monodramas, plays and oratorical speeches.

## **Interpersonal Communications**

Topics covered include conversing with ease, negotiating, handling criticism, coaching someone to improved performance, and expressing dissatisfaction effectively.

## **Special Occasion Speeches**

Provides instruction in giving toasts, speaking in praise, "roasting" someone, and presenting and accepting awards.

## **Humorously Speaking**

Audiences love to laugh. This manual shows you how to use humorous stories and jokes throughout your speech to grab and keep listeners' attention and illustrate your points. You also learn how to give an entirely humorous speech.