

## The 15 Advanced Toastmasters Manuals

<b>Specialty Speeches</b>	
1. Speak off the Cuff	5-7 mins
2. Uplift the Spirit	8-10 mins
3. Sell a Product	10-12 mins
4. Read Out Loud	12-15 mins
5. Introduce the Speaker	8-10 mins
<b>Speaking to Inform</b>	
1. The Speech to Inform	5-7 mins
2. Resources for Informing	5-7 mins
3. The Demonstration Talk	5-7 mins
4. A Fact-Finding Report	5-7 + 2-3 QA
5. The Abstract Concept	6-8 mins
<b>Speeches by Management</b>	
1. The Briefing	8-10 mins
2. The Technical Speech	8-10 mins
3. Manage and Motivate	10-12 mins
4. The Status Report	10-12 mins
5. Confrontation	5; 10 min QA
<b>Interpretive Reading</b>	
1. Read a Story	8-10 mins
2. Interpreting Poetry	6-8 mins
3. The Monodrama	5-7 mins
4. The Play	12-15 mins
5. The Oratorical Speech	8-10 mins
<b>Storytelling</b>	
1. The Folk Tale	7-9 mins
2. Let's Get Personal	6-8 mins
3. The Moral of the Story	4-6 mins
4. The Touching Story	6-8 mins
5. Bringing History to Life	7-9 mins
<b>Special Occasion Speeches</b>	
1. Mastering the Toast	2-3 mins
2. Speaking in Praise	5-7 mins
3. The Roast	3-5 mins
4. Presenting an Award	3-4 mins
5. Accepting an Award	5-7 mins
<b>The Discussion Leader</b>	
1. The Seminar Solution	20-30 mins
2. The Round Robin	20-30 mins
3. Pilot a Panel	30-40 mins
4. Make it Make-Believe	20-30 mins
5. The Workshop Leader	30-40 mins
<b>Humorously Speaking</b>	
1. Warm up Your Audience	5-7 mins
2. Leave them with a Smile	5-7 mins
3. Make the Laugh	5-7 mins
4. Keep them Laughing	5-7 mins
5. The Humorous Speech	5-7 mins

<b>Interpersonal Communication</b>	
1. Conversing with Ease	10-14 mins
2. The Successful Negotiator	10-14 mins
3. Diffusing Verbal Criticism	10-14 mins
4. The Coach	10-14 mins
5. Asserting Yourself Effectively	10-14 mins
<b>Public Relations</b>	
1. The Public Relations Speech	5-7 mins
2. Resources for Goodwill	8-10 mins
3. The Persuasive Approach	8-10 mins
4. Speaking Under Fire	6-8 mins
5. The Media Speech	8-10 mins
<b>Persuasive Speaking</b>	
1. The Effective Salesperson	8-12 mins
2. Conquering the "Cold Call"	10-14 mins
3. The Winning Proposal	5-7 mins
4. Addressing the Opposition	7-9 mins
5. The Persuasive Leader	6-8 mins
<b>The Entertaining Speech</b>	
1. The Entertaining Speech	5-7 mins
2. Resources for Entertainment	8-10 mins
3. Make them Laugh	8-10 mins
4. A Dramatic Talk	10-12 mins
5. Speaking After Dinner	13-15 mins
<b>Technical Presentations</b>	
1. The Technical Briefing	10 mins
2. The Proposal	8-10 + 3-5 QA
3. The Non-Technical Audience	10-12 mins
4. Presenting a Technical Paper	10-12 mins
5. Team Technical Presentation	20-30 mins
<b>The Professional Speaker</b>	
1. The Keynote Address	15-20 mins
2. Speaking to Entertain	15-20 mins
3. The Sales Training Speech	15-20 mins
4. The Professional Seminar	20-40 mins
5. The Motivational Speech	15-20 mins
<b>Communicating on Television</b>	
1. Straight Talk	3 mins
2. The Talk Show	10 mins
3. When You're The Host	10 mins
4. The Press Conference	4-6 + 8-10 QA
5. Training On Television	5-7+ 5-7 playback

### For more info contact:

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