

The basic Toastmasters Educational Program is the Communication & Leadership Manual with 10 prepared speech projects. Over the course of this basic program, you will develop the skills to effectively prepare and deliver speeches and presentations.

The 10 speech projects in the Communication & Leadership Manual are:

Project 1: THE ICE BREAKER

- To begin speaking before an audience
- To discover speaking skills you already have and skills that need some attention.
- TIME: Four to six minutes

Project 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.

Project 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 reinforces the purposes.
- Strive not to use notes.
- TIME: Five to seven minutes.

Project 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.

Project 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.

Project 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.

Project 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.

Project 8: GET COMFORTABLE WITH VISUAL AIDS

- To learn the value of props in speaking.
- Select visual aids that are appropriate for your message and the audience.
- Use visual aids correctly with ease and confidence.
- TIME: Five to seven minutes.

Project 9: PERSUADE WITH POWER

- Persuade listeners to adopt your viewpoint or ideas or to take some action.
- Appeal to the audience's interest.
- Use logic and emotion to support your position.
- Avoid using notes.
- TIME: Five to seven minutes.

Project 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.

After completing the Communication Manual, you will have earned your Competent Toastmaster Award (CTM). If you then wish to continue to develop your communication skills, Toastmasters offers three Advanced Toastmasters programs with your choice of six out of fifteen available Advanced Communication manuals!