

Competent, Confident Communication *in 10 steps!*



Whether you want to overcome your fear of public speaking, polish your presentation skills, or become a better leader, it all boils down to the same thing: becoming a **confident, competent communicator**.

But how do you tackle such a big task?

One step at a time!

Toastmasters International's 10-step program - also known as the Communication & Leadership manual - allows you to focus on just one aspect of effective speaking at a time. Talk about things you're interested in... share your opinion on topics you're passionate about ... or practice talking about your work-related projects. The topics are up to you!

PROJECT	DESCRIPTION
1. The Ice Breaker	Begin speaking before an audience as you introduce yourself to your fellow Club members. <i>4-6 minutes.</i>
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. <i>5-7 minutes.</i>
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. Ensuring the beginning, body, and conclusion reinforce the purposes. Project sincerity and conviction and control any nervousness you may have. <i>5-7 minutes.</i>
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. <i>5-7 minutes.</i>
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. <i>5-7 minutes.</i>
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. <i>5-7 minutes.</i>
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. <i>5-7 minutes.</i>
8. Get Comfortable with Visual Aids	Select visual aids that are appropriate for your message and the audience. Use visual aids correctly with ease and confidence. <i>5-7 minutes.</i>
9. Persuade with Power	Persuade listeners to adopt your viewpoint or ideas or to take some action. Appeal to the audience's interests. Use logic and emotion to support your position. Avoid using notes. <i>5-7 minutes.</i>
10. Inspire Your Audience	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. <i>8-10 minutes.</i>

Visit this week's Toastmasters meeting and find out how you can start making steps toward confident, competent communication!

