

## **The Advanced Manuals**

The Advanced Manuals focus on specialized aspects of public speaking. There are 15 Advanced Manuals and each Manual has five assignments. Since the Educational awards only actually require you to complete two manuals, you can understand why you hear of Toastmasters who are working on their second, third or more AC awards.

Description	Order Number
Advanced Communication Manuals - Complete 15 manual Library Set	<a href="#">226Z</a>

The Manual	The Projects:	Order Number
1. The Entertaining Speaker	1. The Entertaining Speech	226A
	2. Resources for Entertainment	
	3. Make Them Laugh	
	4. A Dramatic Talk	
	5. Speaking After Dinner	
The Manual	The Projects:	Order Number
2. Speaking to Inform	1. The Speech to Inform	226B
	2. Resources for Informing	
	3. The Demonstration Talk	
	4. A Fact Finding Report	
	5. The Abstract Concept	
The Manual	The Projects:	Order Number
3. Public Relations	1. The Public Relations Speech	226C
	2. Resources for Goodwill	
	3. The Persuasive Approach	
	4. Speaking Under Fire	
	5. The Media Speech	
The Manual	The Projects:	Order Number
4. The Discussion Leader	1. The Seminar Solution	226D
	2. The Round Robin	
	3. Pilot a Panel	
	4. Make Believe (role playing)	
	5. The Workshop Leader	

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5. Specialty Speeches	1. Speak Off the Cuff	226E
	2. Uplift the Spirit	
	3. Sell a Product	
	4. Read Out Loud	
	5. Introduce the Speaker	
<b>The Manual</b>	<b>The Projects:</b>	<b>Order Number</b>
6. Speeches by Management	1. The Briefing	226F
	2. The Technical Speech	
	3. Manage and Motivate	
	4. The Status Report	
	5. Confrontation: The Adversary Relationship	
<b>The Manual</b>	<b>The Projects:</b>	<b>Order Number</b>
7. The Professional Speaker	1. The Keynote Address	226G
	2. Speaking to Entertain	
	3. The Sales Training Speech	
	4. The Professional Seminar	
	5. The Motivational Speech	
<b>The Manual</b>	<b>The Projects:</b>	<b>Order Number</b>
8. Technical Presentations	1. The Technical Briefing	226H
	2. The Proposal	
	3. The Non-technical Audience	
	4. Presenting a Technical Paper	
	5. The Team Technical Presentation	
<b>The Manual</b>	<b>The Projects:</b>	<b>Order Number</b>
9. Persuasive Speaking	1. The Effective Sales Person	226I
	2. Conquering the "Cold Call"	
	3. The Winning Proposal	
	4. Addressing the Opposition	
	5. The Persuasive leader	
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10 Communicating on Television	1. Straight Talk	226J
	2. The Talk Show	
	3. When You're Host	
	4. The Press Conference	
	5. Training on Television	
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11. Storytelling	1. The Folk Tale	226K
	2. Let's Get Personal	
	3. The Moral of the Story	
	4. The Touching Story	
	5. Bringing History to Life	
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12. Interpretive Reading	1. Read a Story	226L
	2. Interpreting Poetry	
	3. The Melodrama	
	4. The Play	
	5. The Oratorical Speech	
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13. Interpersonal Communication	1. Conversing with Ease	226M
	2. The Successful Negotiator	
	3. Difusing Verbal Criticism	
	4. The Coach	
	5. Asserting Yourself Effectively	
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14. Special Occasion Speeches	1. Mastering the Toast	226N
	2. Speaking in Praise	
	3. The Roast	
	4. Presenting an Award	
	5. Accepting an Award	
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15. Humorously Speaking	1. Warm Up Your Audience	2260
	2. Leave Them With A Smile	
	3. Make Them Laugh	
	4. Keep Them Laughing	
	5. The Humorous Speech	