

## Requirements for Advanced Communicator

☑  each item as you complete it.

### AC-Bronze (ACB)

To qualify for Advanced Communicator-**Bronze** (ACB) recognition, you must have:

- \_\_\_ Achieved Competent Communicator (CC) award (or achieved Competent Toastmaster CTM) award
- \_\_\_ Completed 2-Advanced Communication manuals (from those listed on the center panel)

### AC-Silver (ACS)

To qualify for Advanced Communicator-**Silver** (ACS) recognition, you must have:

- \_\_\_ Achieved Advanced Communicator Bronze award (or achieved Able Toastmaster award or Advanced Toastmaster Bronze award)
- \_\_\_ Completed two additional advanced communication manuals (may not be those completed for any previous award)
- \_\_\_ Conducted any two programs from The Better Speaker and/or The Successful Club Series (from those listed on the center panel)

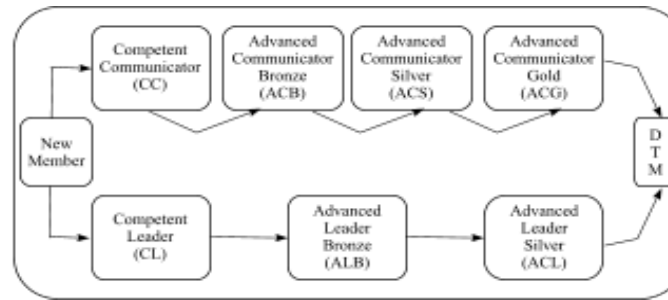
### AC-Gold (ACG)

To qualify for Advanced Communicator-**Gold** (ACG) recognition, you must have:

- \_\_\_ Achieved Advanced Communicator Silver award (or achieved Able Toastmaster Bronze award or Advanced Toastmaster Silver award)
- \_\_\_ Completed two additional advanced communication manuals (may not be those completed for any previous award)
- \_\_\_ Conducted a Success/Leadership Program, Success-Communication Program or a Youth Leadership Program
- \_\_\_ Coached a new member with the first three speech projects

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## TOASTMASTERS INTERNATIONAL



### The Better Speaker Series

- |                                     |                                |
|-------------------------------------|--------------------------------|
| 270...Beginning Your Speech         | 275...Know Your Audience       |
| 271...Concluding Your Speech        | 276...Organizing Your Speech   |
| 272...Take the Terror out of a Talk | 277...Creating an Introduction |
| 273...Impromptu Speaking            | 278...Preparation and Practice |
| 274...Selecting Your Topic          | 279...Using Body Language      |

### The Successful Club Series

- 290...The Moments of Truth
- 291...Finding New Members for Your Club
- 292...Evaluate to Motivate
- 293...Closing the Sale
- 294...Creating the Best Club Climate
- 295...Meeting Roles and Responsibilities
- 296...Mentoring
- 297...Keeping the Commitment
- 298...Going Beyond Our Club
- 299...How to be a Distinguished Club
- 300...The Toastmasters Education Program

### Advanced Communication Manuals

- 226A...The Entertaining Speaker
- 226B...Speaking to Inform
- 226C...Public Relations
- 226D...The Discussion Leader
- 226E...Specialty Speeches
- 226F...Speeches by Management
- 226G...The Professional Speaker
- 226H...Technical Presentations
- 226I...Persuasive Speaking
- 226J...Communicating on Television
- 226K...Storytelling
- 226L...Interpretive Reading
- 226M...Interpersonal Communication
- 226N...Special Occasion Speeches
- 226O...Humorously Speaking



# A POCKET GUIDE to Advanced Communicator (ACB, ACS, ACG)

The Advanced Communication Manuals contain 75 speech projects...projects that will help you handle a variety of speaking situations which you may encounter in your personal and professional life.

# Toastmasters International

## Your Pocket Guide to Advanced Communicator (ACB, ACS and ACG)

How do you achieve a goal? Make sure it is realistic, specific, in writing, and has a deadline...and make sure you have a plan!

Earning your Advanced Communicator-Bronze (ACB), Advanced Communicator-Silver (ACS) or Advanced Communicator-Gold (ACG) is both specific and realistic.

Just pick a completion date and use this Pocket Guide as your plan. Make small, consistent progress, check off your accomplishments, and soon your goal will be a reality. All Advanced Manuals may be ordered from the TI Supply Catalog (use the order number for each manual - listed in parentheses) - - or order online at:

[toastmasters.org](http://toastmasters.org)

<p><b>THE ENTERTAINING SPEAKER</b> (226-A)</p>	<p><b>SPEAKING TO INFORM</b> (226-B)</p>	<p><b>PUBLIC RELATIONS</b> (226-C)</p>	<p><b>THE DISCUSSION LEADER</b> (226-D)</p>	<p><b>SPECIALTY SPEECHES</b> (226-E)</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The Entertaining Speech</li> <li><input type="checkbox"/> Resources for Entertainment</li> <li><input type="checkbox"/> Make Them Laugh</li> <li><input type="checkbox"/> A Dramatic Talk</li> <li><input type="checkbox"/> Speaking After Dinner</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 to 15 minutes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Speech to Inform</li> <li><input type="checkbox"/> Resources for Informing</li> <li><input type="checkbox"/> The Demonstration Talk</li> <li><input type="checkbox"/> A Fact-Finding Report</li> <li><input type="checkbox"/> The Abstract Concept</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 - 12 minutes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Public Relations Speech</li> <li><input type="checkbox"/> Resources for Goodwill</li> <li><input type="checkbox"/> The Persuasive Approach</li> <li><input type="checkbox"/> Speaking Under Fire</li> <li><input type="checkbox"/> The Media Speech</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 - 10 minutes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Seminar Solution</li> <li><input type="checkbox"/> The Round Robin</li> <li><input type="checkbox"/> Pilot a Panel</li> <li><input type="checkbox"/> Make It Make Believe</li> <li><input type="checkbox"/> The Workshop Leader</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 20 - 40 minutes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Speak Off the Cuff</li> <li><input type="checkbox"/> Uplift the Spirit</li> <li><input type="checkbox"/> Sell a Product</li> <li><input type="checkbox"/> Read Out Loud</li> <li><input type="checkbox"/> Introduce the Speaker</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 - 15 minutes</p>
<p><b>SPEECHES BY MANAGEMENT</b> (226-F)</p>	<p><b>THE PROFESSIONAL SPEAKER</b> (226-G)</p>	<p><b>TECHNICAL PRESENTATIONS</b> (226-H)</p>	<p><b>PERSUASIVE SPEAKING</b> (226-I)</p>	<p><b>COMMUNICATING ON TELEVISION</b> (226-J)</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The Briefing</li> <li><input type="checkbox"/> The Technical Speech</li> <li><input type="checkbox"/> Manage and Motivate</li> <li><input type="checkbox"/> The Status Report</li> <li><input type="checkbox"/> The Adversary Relationship</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 15 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Keynote Address</li> <li><input type="checkbox"/> Speaking To Entertain</li> <li><input type="checkbox"/> The Sales Training Speech</li> <li><input type="checkbox"/> The Professional Seminar</li> <li><input type="checkbox"/> The Motivational Speech</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 15 - 40 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Technical Briefing</li> <li><input type="checkbox"/> The Proposal</li> <li><input type="checkbox"/> The Non-Technical Audience</li> <li><input type="checkbox"/> Presenting a Technical Paper</li> <li><input type="checkbox"/> The Team Presentation</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 8 - 30 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Effective Salesperson</li> <li><input type="checkbox"/> Conquering the Cold Call</li> <li><input type="checkbox"/> The Winning Proposal</li> <li><input type="checkbox"/> Addressing the Opposition</li> <li><input type="checkbox"/> The Persuasive Leader</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 14 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Straight Talk</li> <li><input type="checkbox"/> The Talk Show</li> <li><input type="checkbox"/> When You're the Host</li> <li><input type="checkbox"/> The Press Conference</li> <li><input type="checkbox"/> Training on Television</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 3 - 30 min</p>
<p><b>STORYTELLING</b> (226-K)</p>	<p><b>INTERPRETIVE READING</b> (226-L)</p>	<p><b>INTERPERSONAL COMMUNICATIONS</b> (226-M)</p>	<p><b>SPECIAL OCCASION SPEECHES</b> (226-N)</p>	<p><b>HUMOROUSLY SPEAKING</b> (226-O)</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> The Folk Tale</li> <li><input type="checkbox"/> Let's Get Personal</li> <li><input type="checkbox"/> The Moral of the Story</li> <li><input type="checkbox"/> The Touching Story</li> <li><input type="checkbox"/> Bring History to Life</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 4 - 9 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read a Story</li> <li><input type="checkbox"/> Interpreting Poetry</li> <li><input type="checkbox"/> The Mono Drama</li> <li><input type="checkbox"/> The Play</li> <li><input type="checkbox"/> The Oratorical Speech</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 12 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conversing With Ease</li> <li><input type="checkbox"/> The Successful Negotiator</li> <li><input type="checkbox"/> Diffusing Verbal Criticism</li> <li><input type="checkbox"/> The Coach</li> <li><input type="checkbox"/> Asserting Yourself Effectively</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 10 - 14 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mastering the Toast</li> <li><input type="checkbox"/> Speaking in Praise</li> <li><input type="checkbox"/> The Roast</li> <li><input type="checkbox"/> Presenting an Award</li> <li><input type="checkbox"/> Accepting an Award</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 2 - 7 min</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Warm up Your Audience</li> <li><input type="checkbox"/> Leave Them with a Smile</li> <li><input type="checkbox"/> Make Them Laugh</li> <li><input type="checkbox"/> Keep Them Laughing</li> <li><input type="checkbox"/> The Humorous Speech</li> </ul> <hr style="width: 50%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 7 min</p>