

Competent Toastmaster Manual (CTM) Speech

The Following are the Competent Toastmaster Manual (CTM) Speech Requirements:

1. [The Ice Breaker](#)
2. [Organize your speech](#)
3. [Get to the Point](#)
4. [How to Say It](#)
5. [Your Body Speaks](#)
6. [Vocal Variety](#)
7. [Research Your Topic](#)
8. [Get Comfortable with Visual Aids](#)
9. [Persuade with Power](#)
10. [Inspire Your Audience](#)

#1 THE ICE BREAKER

For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests and ambitions.

Objectives include:

- To begin speaking before an audience.
- To discover speaking skills you already have and skills that need some attention.

Time: 4-6 minutes.

TOP

#2 ORGANIZE YOUR SPEECH

Good speech organization is essential if your audience is to follow and understand your presentation. You must take the time to put your ideas together in an orderly manner.

Objectives include:

- 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.

CTM Speech Manual

Overview of Speech Objectives

For Advanced Toastmaster Designation (ATM) Manual Overview download the [ATM Manual in PDF format](#).

Time: 5-7 minutes.

TOP

#3 GET TO THE POINT

Every speech must have a general and specific purpose. A general purpose is to inform, to persuade, to entertain or to inspire.

Objectives include:

- 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 reinforce the purposes.
- Strive not to use notes.

Time: 5-7 minutes.

TOP

#4 HOW TO SAY IT

Words are powerful. They convey your message and influence the audience and its perception of you. Word choice and arrangement need just as much attention as speech organization and purpose.

Objectives include:

- 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: 5-7 minutes.

TOP

#5 YOUR BODY SPEAKS

Body language is an important part of speaking because it enhances your message and gives you more credibility. It also helps release any nervousness you may feel.

Objectives include:

- 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: 5-7 minutes.

TOP

#6 VOCAL VARIETY

Your voice has a major effect on your audience. A lively, exciting voice attracts and keeps listener's attention. A speaking voice should be pleasant, natural, forceful, expressive and easily heard.

Objectives include:

- 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: 5-7 minutes.

TOP

#7 RESEARCH YOUR TOPIC

Your speech will be more effective if you can support your main points with statistics, testimony, stories, anecdotes, examples, visual aids and facts.

Objectives include:

- Collect information about your topic from numerous sources.
- Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.

Time: 5-7 minutes.

TOP

#8 GET COMFORTABLE WITH VISUAL AIDS

Visual aids help an audience understand and remember what they hear; they are a valuable tool for speakers.

Objectives include:

- Select visual aids that are appropriate for your message and the audience.
- Use visual aids correctly with ease and confidence

Time: 5-7 minutes.

TOP

#9 PERSUADE WITH POWER

The ability to persuade people-getting them to understand, accept and act upon your ideas is a valuable skill.

Objectives include:

- Persuade listeners to adopt your viewpoint or ideas or to take some actions.
- Appeal to the audience's interests.
- Use logic and emotion to support your position.

- Avoid using notes.

Time: 5-7 minutes.

TOP

#10 INSPIRE YOUR AUDIENCE

An inspirational speech motivates an audience to improve personally, emotionally, professionally or spiritually and relies heavily on emotional appeal.

Objectives include:

- To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of benefits or achievement.
- Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.
- Avoid using notes.

Time: 8-10 minutes.

TOP