

# 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> <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: 20%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 to 15 minutes</p>	<p><b>SPEAKING TO INFORM</b> (226-B)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 - 12 minutes</p>	<p><b>PUBLIC RELATIONS</b> (226-C)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 - 10 minutes</p>	<p><b>THE DISCUSSION LEADER</b> (226-D)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 20 - 40 minutes</p>	<p><b>SPECIALITY SPEECHES</b> (226-E)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">Times vary: 5 - 15 minutes</p>
<p><b>SPEECHES BY MANAGEMENT</b> (226-F)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 15 min</p>	<p><b>THE PROFESSIONAL SPEAKER</b> (226-G)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 15 - 40 min</p>	<p><b>TECHNICAL PRESENTATIONS</b> (226-H)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 8 - 30 min</p>	<p><b>PERSUASIVE SPEAKING</b> (226-I)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 14 min</p>	<p><b>COMMUNICATING ON TELEVISION</b> (226-J)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 3 - 30 min</p>
<p><b>STORYTELLING</b> (226-K)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 4 - 9 min</p>	<p><b>INTERPRETIVE READING</b> (226-L)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 12 min</p>	<p><b>INTERPERSONAL COMMUNICATIONS</b> (226-M)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 10 - 14 min</p>	<p><b>SPECIAL OCCASION SPEECHES</b> (226-N)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 2 - 7 min</p>	<p><b>HUMOROUSLY SPEAKING</b> (226-O)</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: 20%; margin: 10px auto;"/> <p style="text-align: center;">All speeches: 5 - 7 min</p>