

# 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)

<b>THE ENTERTAINING SPEAKER</b> (226-A)	<b>SPEAKING TO INFORM</b> (226-B)	<b>PUBLIC RELATIONS</b> (226-C)	<b>THE DISCUSSION LEADER</b> (226-D)	<b>SPECIALITY SPEECHES</b> (226-E)
<input type="checkbox"/> The Entertaining Speech <input type="checkbox"/> Resources for Entertainment <input type="checkbox"/> Make Them Laugh <input type="checkbox"/> A Dramatic Talk <input type="checkbox"/> Speaking After Dinner <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">Times vary: 5 to 15 minutes</p>	<input type="checkbox"/> The Speech to Inform <input type="checkbox"/> Resources for Informing <input type="checkbox"/> The Demonstration Talk <input type="checkbox"/> A Fact-Finding Report <input type="checkbox"/> The Abstract Concept <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">Times vary: 5 - 12 minutes</p>	<input type="checkbox"/> The Public Relations Speech <input type="checkbox"/> Resources for Goodwill <input type="checkbox"/> The Persuasive Approach <input type="checkbox"/> Speaking Under Fire <input type="checkbox"/> The Media Speech <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">Times vary: 5 - 10 minutes</p>	<input type="checkbox"/> The Seminar Solution <input type="checkbox"/> The Round Robin <input type="checkbox"/> Pilot a Panel <input type="checkbox"/> Make It Make Believe <input type="checkbox"/> The Workshop Leader <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">Times vary: 20 - 40 minutes</p>	<input type="checkbox"/> Speak Off the Cuff <input type="checkbox"/> Uplift the Spirit <input type="checkbox"/> Sell a Product <input type="checkbox"/> Read Out Loud <input type="checkbox"/> Introduce the Speaker <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">Times vary: 5 - 15 minutes</p>
<b>SPEECHES BY MANAGEMENT</b> (226-F)	<b>THE PROFESSIONAL SPEAKER</b> (226-G)	<b>TECHNICAL PRESENTATIONS</b> (226-H)	<b>PERSUASIVE SPEAKING</b> (226-I)	<b>COMMUNICATING ON TELEVISION</b> (226-J)
<input type="checkbox"/> The Briefing <input type="checkbox"/> The Technical Speech <input type="checkbox"/> Manage and Motivate <input type="checkbox"/> The Status Report <input type="checkbox"/> The Adversary Relationship <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 5 - 15 min</p>	<input type="checkbox"/> The Keynote Address <input type="checkbox"/> Speaking To Entertain <input type="checkbox"/> The Sales Training Speech <input type="checkbox"/> The Professional Seminar <input type="checkbox"/> The Motivational Speech <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 15 - 40 min</p>	<input type="checkbox"/> The Technical Briefing <input type="checkbox"/> The Proposal <input type="checkbox"/> The Non-Technical Audience <input type="checkbox"/> Presenting a Technical Paper <input type="checkbox"/> The Team Presentation <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 8 - 30 min</p>	<input type="checkbox"/> The Effective Salesperson <input type="checkbox"/> Conquering the Cold Call <input type="checkbox"/> The Winning Proposal <input type="checkbox"/> Addressing the Opposition <input type="checkbox"/> The Persuasive Leader <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 5 - 14 min</p>	<input type="checkbox"/> Straight Talk <input type="checkbox"/> The Talk Show <input type="checkbox"/> When You're the Host <input type="checkbox"/> The Press Conference <input type="checkbox"/> Training on Television <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 3 - 30 min</p>
<b>STORYTELLING</b> (226-K)	<b>INTERPRETIVE READING</b> (226-L)	<b>INTERPERSONAL COMMUNICATIONS</b> (226-M)	<b>SPECIAL OCCASION SPEECHES</b> (226-N)	<b>HUMOROUSLY SPEAKING</b> (226-O)
<input type="checkbox"/> The Folk Tale <input type="checkbox"/> Let's Get Personal <input type="checkbox"/> The Moral of the Story <input type="checkbox"/> The Touching Story <input type="checkbox"/> Bring History to Life <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 4 - 9 min</p>	<input type="checkbox"/> Read a Story <input type="checkbox"/> Interpreting Poetry <input type="checkbox"/> The Mono Drama <input type="checkbox"/> The Play <input type="checkbox"/> The Oratorical Speech <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 5 - 12 min</p>	<input type="checkbox"/> Conversing With Ease <input type="checkbox"/> The Successful Negotiator <input type="checkbox"/> Diffusing Verbal Criticism <input type="checkbox"/> The Coach <input type="checkbox"/> Asserting Yourself Effectively <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 10 - 14 min</p>	<input type="checkbox"/> Mastering the Toast <input type="checkbox"/> Speaking in Praise <input type="checkbox"/> The Roast <input type="checkbox"/> Presenting an Award <input type="checkbox"/> Accepting an Award <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 2 - 7 min</p>	<input type="checkbox"/> Warm up Your Audience <input type="checkbox"/> Leave Them with a Smile <input type="checkbox"/> Make Them Laugh <input type="checkbox"/> Keep Them Laughing <input type="checkbox"/> The Humorous Speech <hr style="border: 0; border-top: 1px solid red; margin: 10px 0;"/> <p style="text-align: center;">All speeches: 5 - 7 min</p>

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