

**Requirements in the Competent Communication Manual**  
Updated July 25, 2007 (Taken from various internet sources)

# CC

*(Note: Throughout this document, the TI Store Item Numbers appear in parenthesis. The items in parenthesis are not the ONLY material available related to that program. I've only listed the main manual. There may be slides, promotional materials, workbooks and assorted other resources available to supplement the manual listed here.)*

- **Complete the 10 speeches in the Competent Communication manual. (#225 - \$6.00)**  
*(Record these in your CC manual; Get VP Education to initial the Record of Assignments; Then mail in the record.)*

Competent Communication Manual issued as part of member packet after January 2006 to all new members

**Speech number 1 - The ice breaker ( 4-6 minutes)**

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

**Speech number 2- Organize your speech ( 5-7 minutes)**

- \* To 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

**Speech number 3 - Get to the point ( 5-7minutes)**

- \* Select a speech topic and determine its general and specific purposes
- \* Organize the speech in a manner that best achieves those purposes
- \* Project sincerity and conviction and control any nervousness you may feel
- \* Strive not to use notes

**Speech number 4 - How to say it ( 5-7 minutes)**

- \* 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 and use correct grammar

**Speech number 5 - Your body speaks ( 5-7 minutes)**

- \* 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

**Speech number 6 - Vocal variety ( 5-7 minutes)**

- \* 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

**Speech number 7 - Research your topic ( 5-7 minutes)**

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

**Speech number 8 - Get comfortable with visual aids ( 5-7 minutes)**

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

**Speech number 9 - Persuade with power ( 5-7 minutes)**

- \* Persuade listeners to adopt your viewpoint or ideas or to take some action
- \* Appeal to the audience's interest
- \* Use logic and emotion to support your position
- \* Avoid using notes

**Speech number 10 - Inspire your audience ( 8 to 10 minutes)**

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

Once the objectives of the above ten speeches have been successfully accomplished, you may send in your application for the Competent Communicator (CC) award.