

Table of TI's Advanced Manuals

Communicating on Television		
Project Name	Time Limit	Objectives
1 - Straight Talk	3	<ul style="list-style-type: none"> • Effectively present an opinion or point of view in a brief time. • Simulate giving a presentation as part of a television broadcast.
2 - The Talk Show	10	Show a positive image as you appear as a guest on a simulated television talk show.
3 - When You're the Host	10	<ul style="list-style-type: none"> • Conduct a successful simulated television interview. • Present a positive, confident image on camera.
4 - The Press Conference	12 - 16	<ul style="list-style-type: none"> • Prepare for an adversary confrontation on a controversial issue. • Employ appropriate preparation and communication strategies for presenting your organization's viewpoints. • Present and maintain a positive image on camera.
5 - Training on Television	10 - 14	Develop and present an effective training program on television.

Discussion Leader		
Project Name	Time Limit	Objectives
1 - The Seminar Solution	20 - 30 min	<ul style="list-style-type: none"> • Present a brief lecture that introduces a discussion topic. • Use a buzz session to engage participants in generating information that leads to a solution.
2 - The Round Robin	20 - 30 min	<ul style="list-style-type: none"> • Clearly pose a question. • Use a problem solving pattern, leading group in a brainstorming session. • Guide group in screening information to decide what actions to take.
3 - Pilot a Panel	30 - 40 min	<ul style="list-style-type: none"> • Select a panel discussion topic and at least three club members who will serve as panel speakers. • Define common objectives and purpose of the panel. • Act as moderator for the panel discussion.
4 - Make it Make-Believe	20 - 30 min	<ul style="list-style-type: none"> • Select a problem that involves human relations. • Create a plot and characters for a role play to demonstrate the issue. • Direct the role play and relate it to the discussion topic.

5 - The Workshop Leader	30 - 40 min	<ul style="list-style-type: none"> • Guide workshop participants in discussing a problem. • Use a problem solving approach to arrive at a solution. • Bring the group to an agreement.
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Entertaining Speaker		
Project Name	Time Limit	Objectives
1- The Entertaining Speech	5 - 7	<ul style="list-style-type: none"> • Entertain the audience by relating a personal experience. • Organize an entertaining speech for maximum impact.
2 - Resources for Entertainment	5 - 7	<ul style="list-style-type: none"> • Draw entertaining material from sources other than you own personal experience. • Adapt material to suit your topic, personality, and audience.
3 - Make Them Laugh	5 - 7	<ul style="list-style-type: none"> • Prepare a humorous speech based on personal experience. • Strengthen the speech by adapting material from outside sources. • Deliver the speech in a way that makes the humor effective.
4 - A Dramatic Talk	5 - 7	<ul style="list-style-type: none"> • Develop a dramatic talk about an experience or incident. • Include vivid imagery, characters, and dialogue. • Deliver the talk in an entertaining manner.
5 - Speaking After Dinner	8 - 10	<ul style="list-style-type: none"> • Prepare an entertaining after-dinner talk on a specific theme. • Deliver the talk using skills developed in previous projects.

Humorously Speaking		
Project Name	Time Limit	Objectives
1 - Warm Up Your Audience	5 - 7	<ul style="list-style-type: none"> • Prepare a speech that opens with a humorous story. • Personalize the story and deliver it smoothly and effectively.
2 - Leave Them With a Smile	5 - 7	<ul style="list-style-type: none"> • Prepare a serious speech that opens and closes with a humorous story, the closing story should emphasize the story's main points. • Deliver the stories smoothly and effectively.
3 - Make Them Laugh	5 - 7	<ul style="list-style-type: none"> • Prepare a serious speech that opens and closes with a humorous story. • Include jokes in the speech body to illustrate points. • Deliver the jokes and stories smoothly and effectively.
4 - Keep Them Laughing	5 - 7	<ul style="list-style-type: none"> • Prepare a speech that begins with a self deprecating joke. • String together two or three related jokes in the speech body. • Close the speech with a humorous story.
5 - The Humorous Speech	5 - 7	<ul style="list-style-type: none"> • Use exaggeration to tell a humorous story • Entertain the audience • Effectively use body language and voice to enhance the story

Interpersonal Communication		
Project Name	Time Limit	Objectives
1 - Conversing With Ease	10 - 14	<ul style="list-style-type: none"> Identify techniques to use in conversing with strangers. Use role play to demonstrate initiating a conversation with a stranger. Demonstrate use of open ended questions.
2 - The Successful Negotiator	10 - 14	<ul style="list-style-type: none"> Explain the negotiation process. Use role play to demonstrate use of win/win negotiating strategies.
3 - Diffusing Verbal Criticism	10 - 14	<ul style="list-style-type: none"> Explain process of diffusing verbal criticism. Use role play to demonstrate use of the process to diffuse verbal criticism.
4 - The Coach	10 - 14	<ul style="list-style-type: none"> Explain the coaching process. Use role play to demonstrate use of the coaching process.
5 - Asserting Yourself Effectively	10 - 14	<ul style="list-style-type: none"> Explain the assertion process. Use a role play to demonstrate use of assertion process.

Interpretive Reading		
Project Name	Time Limit	Objectives
1 - Read a Story	8 - 10	<ul style="list-style-type: none"> Analyze a narrative and plan for effective interpretation. Apply vocal techniques that aid in the effectiveness of the reading.
2 - Interpreting Poetry	6 - 8	<ul style="list-style-type: none"> Recognize how poets use imagery, rhythm, meter, cadence, and rhyme to convey meanings and emotion. Apply vocal techniques that aid in the effectiveness of the reading.
3 - The Monodrama	5 - 7	<ul style="list-style-type: none"> Understand the concept and nature of melodrama. Assume the identify of a character and portray the physical and emotional aspects of this character to the audience.
4 - The Play	12 - 15	<ul style="list-style-type: none"> Adapt a play for interpretive reading. Portray several characters in one reading, identifying them by changes in voice and movement.
5 - The Oratorical Speech	10 - 12	Interpret and present a famous speech.

Persuasive Speaking		
Project Name	Time Limit	Objectives
1 - The Effective Salesperson	8 - 12	<ul style="list-style-type: none"> • Use a technique for selling an inexpensive product in a retail store. • Use questions to elicit information from a prospective buyer. • Match the buyer's situation with the most appropriate product
2 - Conquering the Cold Call	10 - 14	<ul style="list-style-type: none"> • Use a technique for cold call selling of expensive products. • Use questions to help the buyer recognize problems with his/her current situation. • Successfully handle buyer's objections and concerns.
3 - The Winning Proposal	5 - 7	<ul style="list-style-type: none"> • Prepare a proposal advocating an idea or course of action. • Organize and deliver the proposal using the 6-step method.
4 - Addressing the Opposition	9 - 12	<ul style="list-style-type: none"> • Prepare a talk on a controversial subject. • Construct and deliver the talk to appeal to the audience's logic and emotions.
5 - The Persuasive Leader	6 - 8	<ul style="list-style-type: none"> • Communicate your vision and mission to an audience. • Convince your audience to work toward achieving your mission.

Professional Speaker		
Project Name	Time Limit	Objectives
1 - The Keynote Address	15 - 20	<ul style="list-style-type: none"> • Evaluate audience feeling and establish emotional rapport. • Inspire an audience to accept your views as a collective affirmation of its own views.
2 - Speaking to Entertain	15 - 20	<ul style="list-style-type: none"> • Entertain the audience through use of humor. • Establish rapport with the audience and deliver the speech in a way that makes the humor effective.
3 - The Sales Training Speech	15 - 20	<ul style="list-style-type: none"> • Inform a sales training audience about the buyer seller relationship. • Use entertaining stories and examples of sales situations.
4 - The Professional Seminar	20 - 40	<ul style="list-style-type: none"> • Plan and present a seminar with a specific learning objective. • Use seminar techniques to promote group participation and learning.
5 - The Motivational Speech	15 - 20	<ul style="list-style-type: none"> • Apply a 4-step motivational method to persuade and inspire. • Deliver a speech to persuade an audience to emotionally commit to an action.

Public Relations		
Project Name	Time Limit	Objectives
1 - The Public Relations Speech	5 - 7	<ul style="list-style-type: none"> Prepare a talk that will build goodwill for your organization by supplying useful information to the audience. Favorably influence the audience with your skillful and friendly delivery.
2 - Resources for Goodwill	8 - 10	<ul style="list-style-type: none"> Research benefits and operation of an organization. Prepare a talk designed to build goodwill toward it. Analyze common interests of audience and focus on those. Effectively use at least one visual aid.
3 - The Persuasive Approach	8 - 10	<ul style="list-style-type: none"> Direct a persuasive appeal to the audience's self-interests using a combination of fact and emotion. Persuade the audience to accept or consider your viewpoint.
4 - Speaking Under Fire	14 - 18	<ul style="list-style-type: none"> Prepare a talk to persuade a hostile audience to at least consider your position on a controversial issue. Conduct a question and answer period.
5 - The Media Speech	8	<ul style="list-style-type: none"> Write a speech script on behalf of a social cause. Present the speech to persuade a general television audience.

Speaking to Inform		
Project Name	Time Limit	Objectives
1 - The Speech to Inform	5 - 7	<ul style="list-style-type: none"> Select new and useful information to present. Organize the material so that it is easy to understand and remember. Present the information in a way to encourage the audience to learn.
2 - Resources for Informing	5 - 7	<ul style="list-style-type: none"> Analyze your audience's knowledge level with your topic. Use information you gathered to support each major point. Effectively use at least one visual aid.
3 - The Demonstration Talk	5 - 7	<ul style="list-style-type: none"> Prepare a talk that demonstrates a process, product, or activity. Give the speech and conduct the demonstration without notes.
4 - A Fact-finding Report	7 - 10	<ul style="list-style-type: none"> Prepare a report on a situation, event, or problem of interest to the audience. Deliver sufficient factual information for the audience to draw valid conclusions and make an informed decision. Answers questions from the audience.
5 - The Abstract Concept	6 - 8	<ul style="list-style-type: none"> Research and analyze an abstract concept, theory, or issue. Present the idea in a clear, interesting manner..

Special Occasion Speeches		
Project Name	Time Limit	Objectives
1 - Mastering the Toast	2 - 3	Present a toast honoring an occasion or person.
2 - Speaking in Praise	5 - 7	<ul style="list-style-type: none"> • Prepare and deliver a speech praising or honoring someone • Address five areas about the individual's accomplishments • Include anecdotes to illustrate points.
3 - The Roast	3 - 5	<ul style="list-style-type: none"> • Poke fun at a person in a good natured way. • Adapt and personalize humorous material from other sources.
4 - Presenting an Award	3 - 4	<ul style="list-style-type: none"> • Present an award with dignity and grace. • Acknowledge the contributions of the recipient.
5 - Accepting an Award	5 - 7	<ul style="list-style-type: none"> • Accept an award with dignity, grace, and sincerity. • Acknowledge the presenting person or organization.

Specialty Speeches		
Project Name	Time Limit	Objectives
1 - Speak Off the Cuff	5 - 7	Handle an impromptu speaking situation using one or more patterns to effectively address a topic.
2 - Uplift the Spirit	8 - 10	Develop a speech style and delivery that effectively expresses inspirational content.
3 - Sell a Product	10 - 12	<ul style="list-style-type: none"> • Skillfully use the four steps in a sales presentation. • Handle objections and close a prospective buyer.
4 - Read Out Loud	12 - 15	Use interpretive reading techniques involving voice and body as you read out loud.
5 - Introduce the Speaker		During a club meeting, serve as master of ceremonies, introducing the other participants and speakers.

Speeches by Management		
Project Name	Time Limit	Objectives
1 - The Briefing	13 - 15	<ul style="list-style-type: none"> • Apply key steps in preparing a briefing and organizing material. • Give a briefing according to a specific objective. • Effectively handle a question and answer period.
2 - The Technical Speech	8 - 10	<ul style="list-style-type: none"> • Convert a technical paper or material into a speech. • Organize a technical speech using the inverted pyramid approach. • Give the speech by effectively reading out loud.

3 - Manage and Motivate	10 -12	<ul style="list-style-type: none"> Apply a four step motivational method. Deliver a motivational speech to persuade an audience to agree with your management proposal.
4 - The Status Report	10 - 12	<ul style="list-style-type: none"> Organize and prepare a status report according to a four-step pattern. Give an effective presentation of the report.
5 - Confrontation: the Adversary Relationship	15	<ul style="list-style-type: none"> Prepare for an adversary confrontation on a controversial issue. Employ appropriate preparation methods, strategy, and techniques for communicating with an adversary group.

Storytelling		
Project Name	Time Limit	Objectives
1 - The Folk Tale	7 - 9	<ul style="list-style-type: none"> Tell a folk tale that is entertaining and enjoyable to a group. Use vivid imagery and voice to enhance the tale.
2 - Let's Get Personal	6 - 8	<ul style="list-style-type: none"> Create and tell an original story based on a personal experience. Use all the elements of a good story.
3 - The Moral of the Story	4 - 6	<ul style="list-style-type: none"> Create a story that offers a lesson or moral. Use all the elements of a good story.
4 - The Touching Story	6 - 8	<ul style="list-style-type: none"> Develop a story designed to arouse emotion. Tell the story using techniques that arouse emotion.
5 - Bringing History to Life	7 - 9	<ul style="list-style-type: none"> Develop a story about an historical figure or event. Use storytelling skills you learned in the previous projects.

Technical Presentations		
Project Name	Time Limit	Objectives
1 - The Technical Briefing	8 - 10	<ul style="list-style-type: none"> Using a systematic approach, organize technical material into a concise presentation. Tailor the presentation to audience's needs, interests, and knowledge level.
2 - The Proposal	11 - 15	<ul style="list-style-type: none"> Prepare a technical presentation advocating a product, service, or course of action. Using an inverted pyramid approach, present your viewpoint logically and convincingly.
3 - The Nontechnical Audience	10 -12	<ul style="list-style-type: none"> Build and deliver an interesting technical talk to a nontechnical audience. Answer questions during your presentation. Use overhead transparencies to illustrate your points.

4 - Presenting a Technical Paper	10 - 12	<ul style="list-style-type: none">• Deliver an interesting speech based on a technical paper or article.• Effectively use visual aids to illustrate your message.
5 - The Team Technical Presentation	20 - 30	<ul style="list-style-type: none">• Conceptual a briefing involving three or more speakers.• Assemble a team of club members to make the presentation.• Plan for, prepare for, and orchestrate the delivery of the team technical presentation.