

STAFFORD HEIGHTS TOASTMASTERS LIBRARY LIST

as at 10/4/2001

TITLE	AUTHOR / DESCRIPTION	QTY
Effective Speech Evaluation		1
Gestures: Your Body Speaks	Using body language	1
Your Speaking Voice		1
Advanced Speech Manuals	To achieve ATM-B, ATM-S, ATM-G	
Entertaining Speaker	Entertaining or dramatic speeches	2
Speaking to Inform	Make information interesting	2
Public Relations	develop PR resources/techniques	2
Discussion Leader	Workshop/Seminar Leadership	2
Speciality Speeches	Various speaking situations	2
Speeches by Management	Incl. Briefings, motivational talks	2
Professional Speaker	Keynote, training, etc	2
Technical Presentations	Presenting technical info	2
Professional Sales	Selling Skills	1
Communicating on TV	how to face on-camera situations	1
Storytelling	Folk, Moral, History etc	1
Interpretive Reading	Poetry, drama, oratorical	1
Interpersonal Communication	Negotiation, handling criticism	1
Special Occasion Speeches	Toasts, awards, roasts	1
Humorously Speaking	How to use humour	1
Success / Communication (4-8 x 1-2 hrs)	To achieve ATM-G	
Speechcraft Coordinators Guide	(held by Coordinator)	1
Speechcrafter's Handbook	(held by Coordinator)	?
Better Speaker Series (approx 10 mins)	To achieve ATM-S	
Beginning Your Speech	Suggestions for openings	2
Concluding Your Speech	Tips for conclusions	2
Take the Terror Out of a Talk	Techniques for speaking	2
Impromptu Speaking	Speaking off the cuff	1
Selecting Your Topic	Developing new ideas	1
Know Your Audience	relating ideas to your audience	1
Organising Your Speech	Timing and delivery	1
Creating an Introduction	Tips for introductions	1
Preparation and Practice	Preparation techniques	1
Successful Club Series	To achieve CL or ATM-S	
Evaluate to Motivate	Evaluation to benefit speaker & others	1
Closing the Sale	Exercising powers of persuasion	
Meeting Roles and Responsibilities	How to involve everyone	
Mentoring	How to get the best out of mentors	1
Keeping the Commitment	How to keep interest alive in the club	
Miscellaneous		
Guide for Meetings and Organisations 3rd Ed	N.E. Renton	2
TI District 69 Administrative Policies, Administrative Guidelines, Speech Contest Procedures 5th Ed Oct 99		1
Gorrie's Guide		?
The New Webster Encyclopedic Dictionary of the English Language (1952)		1
Collins Concise Dictionary of Quotations (1987)		1
Speaking and Debating	Kevin Ryan and	1
Lend Me Your Ears - Great Speeches in History	William Safire	1
Pass the Port Again - The best after-dinner stories of the famous	Oxfam	1
Videos:		
1994 District Convention		1
1995 District Convention		1
1996 District Convention		1
1997 District Convention		1
1998 District Convention		1