



The Austin Toastmasters Library

*A wealth of information is available in the library. Contact the Secretary to inquire about any of the materials. The library is “usually” available at every meeting. Please be courteous to the other members and check out the materials for 1 week at a time so others get a chance to use them. **Last Updated on 04/30/12.***

Item	Description
Advanced Manuals	
The Entertaining Speaker	TMI Advanced Communication Series Series of 5 speech project to help offer your audience a pleasant diversion. <ol style="list-style-type: none"> 1. The Entertaining Speech 2. Resources for Entertainment 3. Make Them Laugh 4. A Dramatic Talk 5. Speaking After Dinner
Speaking To Inform	TMI Advanced Communication Series Series Series of 5 speech projects to help you impart information to your audience. <ol style="list-style-type: none"> 1. The Speech to Inform 2. Resources for Informing 3. the Demonstration Talk 4. A Fact-Finding Report 5. The Abstract Concept
Public Relations (revised 10/2009)	TMI Advanced Communication Series Series of 5 speech projects to help you become better champion of your cause. <ol style="list-style-type: none"> 1. The Goodwill Speech 2. The Radio Talk Show 3. The Persuasive Approach 4. Speaking Under Fire 5. The Crisis Management Speech
The Discussion Leader (copyright 1978)	TMI Advanced Communication and Leadership Program Series of 5 speeches to help you become an effective discussion leader. <ol style="list-style-type: none"> 1. The Seminar Solution 2. The Round Robin 3. Pilot a Panel 4. Make it Make Believe 5. The Workshop Leader
Speciality Speeches	TMI Advanced Communication Series Series of 5 speech projects: <ol style="list-style-type: none"> 1. Speak Off the Cuff 2. Uplift the Spirit 3. Sell a Product 4. Read Out Loud 5. Introduce the Speaker
Speeches by Management	TMI Advanced Communication Series Series of 5 speech projects useful to managers: <ol style="list-style-type: none"> 1. The Briefing 2. The Technical Speech 3. Manage and Motivate 4. The Status Report 5. Confrontation: The Adversary Relationship

Item	Description
The Professional Speaker	TMI Advanced Communication Series Series of 5 speech projects for the serious speaker. <ol style="list-style-type: none"> 1. The Keynote Address 2. Speaking to Entertain 3. The Sales Training Speech 4. The Professional Seminar 5. The Motivational Speech
Technical Presentations (copyright 1984)	TMI Advanced Communication and Leadership Program Series of 5 speech projects to help people in technical fields <ol style="list-style-type: none"> 1. The Technical Briefing 2. The Proposal 3. The Nontechnical Audience 4. Presenting a Technical Paper 5. Team Technical Presentation
Persuasive Speaking (revised 7/2010)	TMI Advanced Communication Series Series of 5 speech projects to help people in the sales field and other who need to persuade the audience. <ol style="list-style-type: none"> 1. The Effective Salesperson 2. Conquering the "Cold Call" 3. The Winning Proposal 4. Addressing the Opposition 5. The Persuasive Leader
Communicating on Television (revised 9/2008)	TMI Advanced Communication Series Series of 5 speech projects to work on your delivery if you are on TV. <ol style="list-style-type: none"> 1. Straight Talk 2. The Talk Show 3. When You're the Host 4. The Press Conference 5. Training on Television
Storytelling	TMI Advanced Communication Series Series of 5 speech projects to help you develop your storytelling skills. <ol style="list-style-type: none"> 1. The Folk Tale 2. Let's Get Personal 3. The Moral of the Story 4. The Touching Story 5. Bringing History to Life
Interpretive Reading	TMI Advanced Communication Series Series of 5 speech projects <ol style="list-style-type: none"> 1. Read a Story 2. Interpretive Poetry 3. The Monodrama 4. The Play 5. The Oratorical Speech
Special Occasion Speeches	TMI Advanced Communication Series Series of 5 speech projects to help you through various special occasions. <ol style="list-style-type: none"> 1. Mastering the Toast 2. Speaking in Praise 3. The Roast 4. Presenting an Award 5. Accepting an Award
Humorously Speaking	TMI Advanced Communication Series Series of 5 speech projects to help you use humor in your speeches. <ol style="list-style-type: none"> 1. Warm Up Your Audience 2. Leave Them with a Smile 3. Make Them Laugh 4. Keep Them Laughing 5. The Humorous Speech

Item	Description
Facilitating Discussion	TMI Advanced Communication Series Series of 5 speech projects: <ol style="list-style-type: none"> 1. The Panel Moderator 2. The Brainstorming Session 3. The Problem-Solving Discussion 4. Handling Challenging Situations 5. Reaching a Consensus
The Better Speaker Series – designed to be presented to the club	
Beginning Your Speech	GREAT tips on how to build rapport with your audience from the beginning.
Concluding Your Speech	Concrete steps to concluding your speech and making it memorable.
Creating an Introduction	All you need to know about how to create a great introduction for a speaker.
Impromptu Speaking	For anyone who dreads table topics, this is a great way to approach the question when you are asked to present on the fly.
Know Your Audience	What you need to know about your audience.
Organizing Your Speech	Formula and Outline (CD is a 3 page PowerPoint)
Preparation and Practice	Great tips and instruction on preparation from great tips to extra considerations. Found to be very helpful.
Selecting Your Topic	Tried and true formula for choosing successful topics.
“Take the Terror Out of a Talk”	Practical things you can do to reduce your nervousness when giving a speech.
Success / Communication Program	
Speechcraft Coordinator’s Guide: 3 Marketing pamphlets: 15 Instructional pamphlets: 3 Coordinator certificate: 1 Participant certificate: 5 Speechcraft advisor instructions: 10 Participant workbook: 5	“The #1 membership building tool!” Allows experienced Toastmasters to present the fundamentals of public speaking to non-members in an atmosphere of a Toastmasters club meeting. A great way to promote membership in your community or company club, as <i>Speechcraft</i> brings prospective new members to a meeting to see first-hand what Toastmasters is all about
The Art of Effective Evaluation (Coordinator’s Guide and DVD)	Toastmasters Success/Leadership Series learning module “Requires a leader to conduct a learning and exercise session that teaches the techniques and dynamics of effective evaluation.” Designed for use within the club. Includes overhead projector slides
CD: Leadership Excellence Series	
Building a Team	
Developing a Mission	
Giving Effective Feedback	
Goal Setting and Planning	Feedback: “This is kind of a lame 3 page PowerPoint presentation.”
Motivating People	
Service and Leadership	
The Leader as a Coach	
Values and Leadership	
Toastmasters History books	
The Great Peacemaker by Dr. Ralph C. Smedley	This is a book about Henry M Robert (General Robert). His rules of engagement in disputes have earned him the title of a promoter of the peaceful procedure. (Note the origin of Robert’s Rules of Order.) 77 pages
Personally Speaking by Dr. Ralph C. Smedley	Selections from the writings of Dr. Smedley – the founder of Toastmasters International 128 pages

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The Story of Toastmasters	The story behind the organization. How did it start? Who was involved? What were the concepts?
The Story of Toastmasters Vol II 1960 – 1998	This is the story from the beginning of Toastmasters (started by Ralph Smedley) to modern day (1990s) organization. 70 pages
CDs	
Speaking Secrets of the Champions	6 CDs from 6 World Champions David Brooks “Dave’s Top 10 Techniques Every Speaker Should Know” Mark Brown “Power Presentations from Penpoint to Platform” Craig Valentine “Simple Steps for Speaking Success” Ed Tate “You Too Can Be a World Champion” Darren LaCroix “Got Humor? Comedy Secrets for Professional Presentations” Jim Key “Speak Better Quicker”
Connect With Any Audience	7 World Champion Speakers explain how to read and react to people in front of you 4 CD Set - 3 Audio and 1 Document
Magic Moments	CD Memorable Moments from International Speech Contests 1990 – 2000 Feedback: “The DVD is aging and I wasn’t able to get it to play.”
How to Become a World Champion Speaker	Hall of Fame Speaker Patricia Fripp facilitates an entertaining, action-packed, idea-rich session featuring Toastmasters International World Champions Ed Tate (2000) and Darren LaCroix (2001). 1 hr.
Zig Ziglar: 5 Keys to Igniting Motivation & Success	Five keys to motivation and success: 1. Dramatically reduce stress 2. Set and reach goals 3. Develop a healthy self-image 4. Building winning relationships 5. Stay motivated Set also includes: Winning with People by Zig Ziglar Gaining with Goals by Kirsh Dhanam
CD: Austin Toastmasters Archive	
February 2006: Speech Contest	Austin Toastmasters Speech Contest
Spring 2006	District 55 Spring 2006 Conference & International Speech Contest & District Governor’s Vision
April 2006	Club Library, Division contests
April 2007: Division L International Speech and Evaluation Contest	Winners: Speakers 1 st Scotty Burch 2 nd Susan Baughman Evaluator: Chuck Waters
May 6, 2005: Scotty Burch wins District 55 Internat’l Speech Contest	The Olds 88 Feedback: “If you want to be inspired to speak with heart, check this CD out!”
Fall 2006: Humorous Speech Contest	Fall 2006 Conference South Padre Island, TX

Item	Description
Toastmaster International Speech and Evaluation Contest Austin, TX 2006	CD Scotty Burch and the 88 Susan Baughman Amy Samet Wayne Myers
Officer Guides	
Sergeant at Arms	A Guide to Effective Club Leadership (2007-2008)
Older Advanced Manuals	
Public Relations (copyright 1978)	TMI Advanced Communication and Leadership Program Series of 5 speech projects to help you become better champion of your cause. <ol style="list-style-type: none"> 1. The Public Relations Speech 2. Resources for Goodwill 3. The Persuasive Approach 4. Speaking Under Fire 5. The Media Speech
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Speeches by Management (revised 1995)	TMI Advanced Communication and Leadership Program Series of 5 speech projects useful to managers: <ol style="list-style-type: none"> 1. The Briefing 2. The Technical Speech 3. Manage and Motivate 4. The Status Report 5. Confrontation: The Adversary Relationship
Storytelling (copyright 2002)	TMI Advanced Communication and Leadership Program Series of 5 speech projects to help you develop your storytelling skills. <ol style="list-style-type: none"> 1. The Folk Tale 2. Let's Get Personal 3. The Moral of the Story 4. The Touching Story 5. Bringing History to Life
The Entertaining Speaker (revised 2000)	TMI Advanced Communication and Leadership Program Series of 5 speech project to help offer your audience a pleasant diversion. <ol style="list-style-type: none"> 1. The Entertaining Speech 2. Resources for Entertainment 3. Make Them Laugh 4. A Dramatic Talk 5. Speaking After Dinner