



**TOASTMASTERS
INTERNATIONAL**

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Dear Toastmaster:

Congratulations! By completing the Communication and Leadership Program manual, you have not only earned recognition as a Competent Toastmaster, you have also gained valuable communication skills that will benefit you in many aspects of your life.

As a CTM, you are now ready to take advantage of the many opportunities offered by Toastmasters' Advanced Communication and Leadership Program. This challenging program consists of 14 manuals, each of which contains five projects that focus on specific communication and leadership applications.

These manuals are entitled: The Entertaining Speaker, Speaking to Inform, Public Relations, Specialty Speeches, The Discussion Leader, Speeches by Management, The Professional Speaker, Technical Presentations, The Professional Salesperson, Communicating on Television, Storytelling, Interpretive Reading, Interpersonal Communications, and Special Occasion Speeches.

In order to qualify for Able Toastmaster (ATM) recognition, you must complete any three of these manuals (a total of 15 projects) and meet the other requirements outlined on the ATM application. A Record of Assignments is included at the end of each manual; please complete and submit these forms when you apply for ATM recognition. The Records of Assignments from the three manuals completed must accompany your ATM application.

Enclosed, along with the CTM certificate, are the three manuals you've selected. We hope you find them stimulating and rewarding.

Sincerely,

Terrence McCann
Executive Director

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Enclosures



**COMMUNICATION
AND
LEADERSHIP**