

Pocket Guide to AC Bronze, AC Silver, AC Gold

How do you achieve a goal? Make sure it's realistic and specific, in writing, with a deadline... and make sure you have a plan. Earning your ACB, ACS, ACG is a realistic goal. Now just pick a completion date and use this guide as your plan. Make small, consistent progress, check off(x) your accomplishments and soon your goal will be a reality!!

The Entertaining Speaker

(226-A)

	Time Required (in minutes)
The Entertaining Speech	5~7
Resources For Entertainment	5~7
Make Them Laugh	5~7
A Dramatic Talk	5~7
Speaking After Dinner	8~10

Speaking To Inform

(226-B)

	Time Required (in minutes)
The Speech To Inform	5~7
Resources For Informing	5~7
The Demonstration Talk	5~7
A Fact-Finding Report	5~7+ 3(QA)
The Abstract Concept	6~8

Public Relations

(226-C)

	Time Required (in minutes)
The Goodwill Speech	5~7
The Radio Talk Show	3~5+ 3(QA)
The Persuasive Approach	5~7
Speaking Under Fire	3~5 + 3(QA)
The Crisis Management Speec	4~6 + 5(QA)

Facilitating Discussion

(226-D)

	Time Required (in minutes)
The Panel Moderator	28~30/22-26
The Brainstorming Session	31~33/20-22
The Problem-Solving Discussion	26~31/19-23
Handling Challenging Situation	22~32/12-21
Reaching a Consensus	31~37/20-26

Specialty Speeches

(226-E)

	Time Required (in minutes)
Speak Off The Cuff	5~7
Uplift The Spirit	8~10
Sell A Product	10~12
Read Out Loud	12~15
Introduce The Speaker	Entire Meeting

Speeches By Management

(226-F)

	Time Required (in minutes)
The Briefing	8~10 + 5(QA)
The Technical Speech	8~10
Manage and Motivate	10~12
The Status Report	10~12
The Adversary Relationship	5 + 10(QA)

The Professional Speaker

(226-G)

	Time Required (in minutes)
The Keynote Address	15~20++
Speaking to Entertain	15~20++
The Sales Training Speech	15~20++
Th Professional Seminar	20~40
The Motivational Speech	15~20++

Technical Presentations

(226-H)

	Time Required (in minutes)
The Technical Briefing	8~10
The Proposal	8~10 + 5(QA)
The Nontechnical Audience	10~12
Presenting A Technical paper	10~12
Enhancing a Technical Talk with In	12-15 ++

Persuasive Speaking

(226-I)

	Time Required (in minutes)
The Effective Salesperson	8~12
Conquering The Cold Call	10~14
The Winning Proposal	5~7
Addressing The Opposition	7~9+ 3(QA)
The Persuasive Leader	6~8

Communicating on Video

(226-J)

	Time Required (in minutes)
Straight Talk	3 ± 30sec
The Talk Show	10 +30 sec
When You're The Host	10 ±30 sec
The Press Conference	4~6 + 8~10(QA)
Instructing on the Internet	5~7 + 5~7(**)

Storytelling

(226-K)

	Time Required (in minutes)
The Folk Tale	7~9
Let's Get Personal	6~8
The Moral Of The Story	4~6
The Touching Story	6~8
Bringing History To Life	7~9

Interpretive Reading

(226-L)

	Time Required (in minutes)
Read A Story	8~10
Interpreting Poetry	6~8
The Monodrama	5~7
The Play	12~15
The Oratorical Speech	8~10

Interpersonal Communicaion

(226-M)

	Time Required (in minutes)
Conversing With Ease	10~14
The Successful Negotiator	10~14
Diffusing Verbal Criticism	10~14
The Coach	10~14
Asserting Yourself Effectively	10~14

Special Occasion Speeches

(226-N)

	Time Required (in minutes)
Mastering The Toast	2~3
Speaking In Praise	5~7
The Roast	3~5
Presenting An Award	3~4
Accepting An Award	5~7

Humourously Speaking

(226-O)

	Time Required (in minutes)
Warm Up Your Audience	5~7
Leave Them With a Smile	5~7
Make Them Laugh	5~7
Keep Them Laughing	5~7
The Humorous Speech	5~7