



DISTRICT 3 TOASTMASTERS

Frequently Asked Questions About Toastmasters Modules

Q1. What are the Toastmasters educational modules?

A. They are a series of educational lessons created by Toastmasters. Their purpose is to help members learn the skills they will need to be successful communicators and leaders inside and outside of Toastmasters. Educational modules are ([Click any series to view in detail](#)):

- [Better Speaker Series](#)
- [Successful Club Series](#)
- [Success Communication Series](#)
- [Success Leadership Series](#)
- [Leadership Excellence Series](#)



Q2. Who can present these modules?

A. Any Toastmaster. However, since these are part of the requirements to receive Advanced Communicator or Advanced Leader awards, you probably should have completed your Competent Communicator or Competent Leader award.

Q3. Why would I complete one of the modules?

A. To meet one or more of the Advanced Communicator or Advanced Leader requirements, to improve your presentation skills, to help members of your club.

Q4. Can I present one of these modules outside my club for credit?

A. Yes. As long as you receive prior approval from your vice president education and have a Toastmaster present to provide an official evaluation.

Q5. How long does each module take?

A. It varies from five minutes to multi-hour presentations given over the course of several days. See times listed elsewhere in the specific module. Some flexibility is allowed, within reason.



Q6. How do I acquire these modules?

A. All are available from the TI online store (use active links under question Q1). Many are free to download. Available to members and non-members.

Q7. Do I have to use the provided outline, or may I create my own?

A. Use the outline as a guideline - but use your own words.

Q8. Can I add my own material? Can I add my own concepts/research from other sources?

A. Yes, but remember that each module has been professionally prepared and you are required to present all the material provided in the module. Adding your experiences can enrich the material and make it more personal. Addition of personal experiences or additional concepts/research is limited to those that directly support the materials provided by Toastmasters. They are not intended to replace the Toastmasters materials.



Q9. Do I have to use the visual aids provided by Toastmasters for the module?

A. Yes. If you cannot use PowerPoint, transfer the PowerPoint text to flipcharts or other print materials.

Q10. Can I alter the PowerPoint presentation provided?

A. No. All material on the TI website is copyrighted. A lot of Toastmasters PowerPoints are not editable. But you can 'edit' the material verbally as you make your presentation.

Q11. Do I need to have both a written and verbal evaluation to receive project credit?

A. Yes. You must receive a written and oral evaluation from a Toastmaster. Speeches/presentations given at Toastmasters club meetings (including Gavel clubs) are considered to be in the club environment. Speeches/presentations given at any Toastmasters event that is not a club meeting are considered to be outside the club environment. Each module provides an evaluation form for this purpose.

Q12. How is credit recorded, so TI knows I have completed a module?

A. When you submit your Advanced Communication and Leadership awards, you will provide the module information to your club officer so you can get credit.



Q13. Can a member present the same module more than once for credit?

A. Yes. Members are welcome to present any modules multiple times.

Q14. Can a member earn credit for their module presentation and at the same time earn credit for a project in the Competent Communicator or an Advanced Communicator manual?

A. No. Toastmasters does not permit a member to receive credit twice for a single presentation. If you receive credit for completing a Toastmasters educational module, you cannot simultaneously receive credit for another project.

Q15. Have even more questions? Perhaps you can find the answers here...just click graphic.

