

English (United States)	Definition	Part of Speech	Context	DE
A Toastmaster's Promise	The promise every Toastmaster makes when they become a member	noun		Toastmasters-Versprechen
Able Toastmaster (ATM)	old Education program award	noun		Able Toastmaster (ATM)
acceptance speech	A speech given when accepting an award	noun	recognize the characteristics of a toast, eulogy, an <b>acceptance speech</b> , and a <b>speech to praise an individual or group</b> .	Dankesrede
Accomplished	Score 3. Explanation: You accomplish the competency	Pathways evaluation score		Versiert
Accredited Speaker Program	The Accredited Speaker Program recognizes those Toastmasters members who have achieved a level of proficiency that enables them to be paid, professional speakers	noun		Programm Accredited Speaker (Anerkannter Redner)
Achievement Recognition	acknowledgement of an achievement	noun		Anerkennung von Leistungen
action items	Things to do, usually in a list or plan	noun	In general, does the individual prioritize <b>action items</b> and follow through on the priorities he or she set?.	Aktionspunkte
Active Listening	Pathways Project Title	noun	your vice president education and Toastmaster that you will be completing your " <b>Active Listening</b> " project and will need to take extra time during Table Topics.	Aktives Zuhören
active listening	to give responses while listening	verb	Demonstrate <b>active listening</b> by using the strategies listed in this project.	aktives Zuhören
active member	A member who turns up to meetings	noun	At least one committee member must be an <b>active member</b> of Toastmasters from the beginning of your project to the end.	aktives Mitglied
administration manager	The fourth ranked member in a District council	noun	3. Club growth director; 4. Administration manager; 5. Finance manager; 6. Public relations manager;	Administration Manager
administrative protocol	A process at Toastmasters World Headquarters	noun	Rule changes are made once a year by administrative protocol with the approval of the International President, the International President-Elect, and the Chief Executive Officer.	Vorgehensvorschriften
Advanced Communication Series	Part of the old education program	noun		Serie Fortgeschrittene Kommunikation
Advanced Communicator Bronze (ACB)	Old education program award	noun		Fortgeschrittener Redner Bronze (ACB)
Advanced Communicator Gold (ACG)	Old education program award	noun		Fortgeschrittener Redner Gold (ACG)
Advanced Communicator Silver (ACS)	Old education program award	noun		Fortgeschrittener Redner Silber (ACS)
Advanced Leader (AL)	Old education program award	noun		Fortgeschrittene Führungskraft (AL)
Advanced Leader Bronze (ALB)	Old education program award	noun		Fortgeschrittene Führungskraft Bronze (ALB)
Advanced Leader Silver (ALS)	Old education program award	noun		Fortgeschrittene Führungskraft Silber (ALS)
Advanced Mentoring	Pathways Project Title	noun		Mentoring für Fortgeschrittene
Advanced Toastmaster (ATM)	Old education program award	noun		Advanced Toastmaster (ATM)
Advanced Toastmaster Bronze	The previous title for Advanced Communicator Bronze	noun	Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze.	Fortgeschrittener Toastmaster Bronze
Advanced Toastmaster Gold	Old education program award	noun		Fortgeschrittener Toastmaster Gold
Ah-Counter	The Ah-Counter helps speakers keep track of filler words and sounds they use, such as ah, um, er.	noun		Füllwortzähler
All rights reserved.	Legal phrase. Similar to copyright	phrase	Page 5 of 5. All rights reserved.	Alle Rechte vorbehalten.
alternate	The second choice for a speech contest in case the primary contestant doesn't show up. Usually the second placed contestant.	noun	Detailed information concerning the semifinal contest is then provided to the winner and alternate by World Headquarters.	alternativ
Appendix	A section of additional information at the end of a document	noun		Anhang
Area	Administration tier of Toastmasters, directly above club, usually consisting of 4-5 clubs	noun	it must be implemented consistently throughout the district in all clubs, areas, and divisions affected.	Area
area council	The area council manages area activities and supports each club in the area in fulfilling the club mission	noun	Your area director presides over an area council. The area council meets at least twice each year.	Area-Gremium
Area Council Member	member of the Area Council	noun		Area-Gremiumvorstand
Area Director	The District Officer in charge of a Toastmasters area	noun		Area-Direktor
Area Governor	Old title for Area Director (prior to 2014)	noun		Area Governor
Articles of Incorporation and Bylaws	The Toastmasters governing documents	noun		Satzung und Geschäftsordnung
Assess Your Skills	To do a self-assessment of your current skill level	verb	Select the appropriate number:. Assess Your Skills—Before.	Schätzen Sie Ihre Fähigkeiten ein
assessment tool	A brief online survey	noun	After you've completed this entire project, repeat this assessment tool to measure your skill level.	Bewertungsinstrument
assignment	A task for a project	noun	Note: You may also complete this <b>assignment</b> at an event outside of Toastmasters with approval from your club vice president education and at least one Toastmaster member in attendance.	Aufgabe
audience	People watching the speech, or receiving a media communication	noun	The member's speech was appropriate for the <b>audience</b> and met some <b>audience expectations</b> .	Publikum
Audience Awareness	Common Pathways Evaluation Criteria			Bewusstsein für das Publikum
audience member	Person watching the speech	noun	After an audience member asks you a question, take the time to restate it.	Zuhörer
audit committee	a committee of three members (excluding the treasurer) appointed to audit the club's finances.	noun	At the beginning of your term of office, take possession of all available records and review the audit committee's report.	Prüfungsausschuss
award	Recognition given to someone or a club	noun	You may be called upon to speak when accepting a prize, honor, or award.	Auszeichnung
Award Application	The application form to receive an award	noun	Date award application sent:	Auszeichnungsantrag
Badge	Digital badges can be earned in Pathways for different achievements along your path.	noun		Abzeichen
banner	A large cloth bearing the Toastmasters logo and club name.	noun	Set out the lectern, gavel, club banner, the national flag (optional), timing device, ballots, trophies and ribbons.	Banner
Base Camp	The online user interface for Pathways. Not translated.	noun		Base Camp
Base Camp Manager	One of several club officers who manage paths and awards on Base Camp.	noun		Base-Camp-Manager
Beat the Clock membership-building contest	a membership building contest	noun	You organize and promote the club's participation in the Smedley Award, Talk Up Toastmasters and Beat the Clock membership programs.	„Beat the Clock“ Wettbewerb zur Mitgliedergewinnung
Begin	start, the button on the first page of each online project.	verb		Beginnen
Best Evaluator	The evaluator who did the best job in the current club meeting	noun		Bester Bewerter
Best Speaker	The speaker who did the best job in the current club meeting	noun		Bester Redner
Best Table Topics Speaker	The Table Topics Speaker who did the best job in the current club meeting	noun		Bester Stegreifredner
Board of Directors	An elected group of Toastmasters who oversee the organization.	noun	The district council is the district's governing body, subject to the general supervision of the <b>Board of Directors</b>	Internationaler Vorstand
body	The main part of a speech or presentation	noun	The basic structure of a speech is an introduction, a main <b>body</b> with transitions, and a conclusion.	Hauptteil
body language	The way a person's body, gestures, eye contact, and other movement or stance communicate emotions and ideas	noun	The member demonstrated a clear understanding of body language and how it expresses emotion and attitude.	Körpersprache
Building a Social Media Presence	Pathways Project Title	noun		Aufbau eines Social-Media-Auftritts
button	A clickable control on the interface	noun	Select each <b>button</b> to reveal more information.	Schaltfläche
call to order	The opening of a meeting	noun	7-7:05 p.m. Call to order by the president who provides opening remarks.	eröffnen

English (United States)	Definition	Part of Speech	Context	DE
central message	The main point of your communication, plan or speech.	noun	A communication plan is structured to share your <b>central message</b> with a target audience.	zentrale Botschaft
Certificate of Completion	A certificate received upon completion of a level or path in Pathways.	noun		Abschlusszertifikat
chair	the chairperson/chairman/chairwoman	noun	... perhaps while serving as an officer or committee <b>chair</b> .	Vorsitzender
charter	a written grant from Toastmasters, by which a club is created and its rights and privileges defined.	noun	The club secretary has custody of the club's charter, constitution, and addendum and all other records and documents of this club.	Gründungsurkunde
Charter date	the date on which the club chartered	noun	The official charter date is when all charter forms and payments are received by Toastmasters International World Headquarters.	Gründungsdatum
charter member	a founding member, member when the club is chartered	noun	New, dual, and reinstated members qualify; transfer and charter members do not.	Gründungsmitglied
charter strength	the number of members needed for a club to charter	noun		Mindestmitgliederanzahl bei der Gründung, Mitgliederanzahl nötig für Gründung
chartered	Founded, opened, started	verb	However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement.	gegründet
checklist	a list of things to be checked	noun	of these checklists is not required but is strongly recommended.	Checklist
Chief Executive Officer	The CEO of Toastmasters International	noun	the approval of the International President, the International President-Elect, and the Chief Executive Officer.	Geschäftsführer
chief judge	The head judge at a Toastmasters contest	noun	In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets.	Hauptpreisrichter
Clarity	Common Pathways Evaluation Criteria			Klarheit
close	The end	noun	At the <b>close</b> of his speech, Ray cites another statistic to support the success of Toastmasters in helping people overcome their fear.	Abschluss
closing remarks	a short speech made by the host of an event at the end of proceedings.	noun		Schlussworte
club	a Toastmasters Club	noun	Consider serving on a committee for a <b>club</b> event such as a speech contest, open house, or membership-building program.	Club
Club and District Officers training	Training for officers which happens twice per year.	noun	Participate in district-sponsored club officer training while serving in this office	Club- und Distriktvorstandsschulung
club coach		noun	Serve successfully as a club sponsor, mentor or coach	Club-Coach
Club Coach Award	an award for a club coach	noun		Club-Coach-Auszeichnung
club constitution and bylaws	Toastmasters governing documents	noun		Clubverfassung und -satzung
club coordinator	The person who acts as liaison between World Headquarters and a club in the process of chartering.	noun	As club coordinator and on behalf of the applicant club, I agree to the terms and conditions listed above.	Club-Koordinator
club dues	the amount of the Toastmasters International membership payment plus any additional fee charged by the individual club.	noun	You also collect separate club dues and fees as designated in the club's Addendum of Standard Club Options.	Clubbeiträge
club executive committee	The executive committee of a Toastmasters club consists of all eight club officers (president, vice president education, vice president membership, vice president public relations, secretary, treasurer, sergeant at arms and the immediate past president).	noun	The club executive committee meets as necessary to discuss club affairs.	Clubvorstand
club executive committee meetings	a meeting of the club executive committee	noun	Hold club executive committee meetings to share activities, accomplishments and plans	Clubvorstandstreffen
club growth director	The third ranking officer in a district, responsible for marketing and growth	noun	Talk to the <b>club growth director</b> about the possibility of establishing a corporate club at my workplace.	Direktor für Clubaufbau
club meeting	A regular chapter meeting of a Toastmasters club	noun	The Toastmasters culture of supportive <b>club meetings</b> provides a safe environment to foster positivity.	Clubtreffen
club member	A member of a Toastmasters Club	noun	if you coached a fellow <b>club member</b> to incorporate more expressive body language in her speeches, you can observe her progress over the course of a few presentations.	Clubmitglied
club mentor	Individuals who assist the club for at least six months after charter is granted	noun	Introduce potential club sponsors and club mentors, emphasizing that when the club is chartered, both will provide support.	Clubmentor
club newsletter	A regular club publication with news about the club.	noun	Place a table near the door to display promotional brochures, name tags, the Guest Book (Item 84) and educational materials such as manuals, club newsletters and the Toastmaster magazine for members to see.	Club-Newsletter
Club Newsletter Editor	The editor of the club newsletter	noun		Club-Newsletter-Redakteur
club officer	An officer (president, vice president, secretary, treasurer etc.) of a Toastmasters club	noun	...you will be interviewed by the vice president education or other <b>club officer</b> during a 5- to 7-minute presentation.	Clubvorstandsmitglied
club officer training	Training for officers which happens twice per year.	noun	Participate in district-sponsored club officer training while serving in this office	Clubvorstandsschulung
club records	Club records may include the club's charter, constitution and addendum, meeting minutes and attendance records, club files, reports, correspondence, financial statements etc.	noun	maintain all club records, manage club files, handle club correspondence and take the minutes at each club and executive committee meeting.	Clubaufzeichnungen
club sponsor	the person who supports a new club.	noun	Club sponsors can help you with one of the most important aspects of starting a new club—generating interest.	Clubsponsor
Club Success Plan	The Club Success Plan includes all elements necessary to achieve your club's goals: what, how, who and when.	noun	The club executive committee develops a Club Success Plan based on the needs and goals of club members.	Cluberfolgsplan
Club Webmaster	The person in charge of maintaining the club website	noun	assist the club's Webmaster	Club-Webmaster
Clubs not within districts	a club which is not affiliated with a district	noun	found in 400U	Clubs nicht in Distrikten
Clubs within districts	a club which is affiliated with a district	noun	found in 400	Clubs in Distrikten
coach	to help individuals work on specific skills during a designated period of time	verb	For example, an experienced Toastmaster would be able to coach another in the effective use of vocal variety.	coachen
Comfort Level	Common Pathways Evaluation Criteria			Wohlbefinden
comfortable	Okay with, happy with	adjective	I am <b>comfortable</b> delaying decision making until all ideas have been voiced.	in Ordnung
Committee	a group of toastmasters tasked with a particular purpose	noun	Create and oversee other club committees as necessary	Vorstand
Committee meeting	a gathering of committee members	noun		Vorstandstreffen
Committee member	members of a committee	noun		Vorstandsmitglied
communicate	To express ideas in such a way that they are understood	verb	Learning how to effectively <b>communicate</b> with styles different from your own will enable you to establish effective relationships and create better understanding.	kommunizieren
Communicate Change	Pathways Project Title	noun		Veränderung kommunizieren
communication	the transfer of data, ideas, and emotions	noun	You may choose to state your <b>communication</b> and leadership goals if you have identified them.	Kommunikation
Communication and Leadership programs	Education programs within Toastmasters	noun		Kommunikations- und Führungsprogramme
communication track	The old education program track which focusses on communication	noun		Kommunikationslaufbahn
Communication and Leadership Awards	awards in the toastmasters education program	noun		Kommunikations- und Führungsauszeichnungen

English (United States)	Definition	Part of Speech	Context	DE
communication plan	A template for communicating to different stakeholders, including message, media, messenger, timeline, and stakeholders	noun	Create a <b>Communication Plan</b> . A <b>communication plan</b> helps you consider your audience, clarify your goals, and determine how to relay your messages to them.	Kommunikationskonzept
communication style	The way that you talk and interact with others	noun	Determining your own <b>communication style</b> can help you improve how you <b>share information with others</b>	Kommunikationsstil
communicator	the person transferring data, ideas and emotions	noun	Members join Toastmasters to become more effective communicators and leaders.	Kommunikator
compelling content	Words and ideas that make the listeners agree with the point of view	noun	A presenter is responsible for creating and delivering engaging, <b>compelling content</b> .	überzeugende Inhalte
competencies	Skills, abilities	noun	The following is a list of <b>competencies</b> that you will learn and practice in this project.	Kompetenzen
Competent Communicator (CC)	Old education program award	noun		Kompetenter Redner (CC)
Competent Leader (CL)	Old education program award	noun		Kompetente Führungskraft (CL)
Competent Toastmaster (CTM)	Old education program award	noun		Competent Toastmaster (CTM)
conduct meetings	to run a meeting, to host a meeting	verb	Encourage clubs to plan and conduct meetings in which every member has a chance to <b>learn, achieve and have fun!</b>	Clubtreffen abzuhalten
conflict	The tension in a story	noun	Your outline should include information about your story's <b>introduction, conflict, and action</b> .	Konflikt
connect	to generate rapport with, to generate a relationship with	verb	When you present a speech, effective use of vocal variety is essential to <b>connect you with audience members and make every word impactful</b> .	Verbindung herstellen
Connect with Storytelling	Pathways Project Title	noun		Geschichten integrieren
Connect with Your Audience	Pathways Project Title	noun		Eine Verbindung zum Publikum herstellen
constructive feedback	a comment on a project or contribution aimed at improvement in the future	noun	Give <b>constructive feedback</b> to each individual regarding her contributions.	Konstruktives Feedback
content	The words and ideas of your speech	noun	Base the choice of format... on the <b>content</b> and objectives of your <b>communication</b> .	Inhalt
contest	A Toastmasters Speech Contest	noun	... <b>prior to the commencement of the contest cycle</b> .	Wettbewerb
contest chair	The Toastmaster who chairs (runs) the contest	noun	When the last contestant finishes speaking, the contest chair will ask for silence until the ballot counters have collected all ballots.	Wettbewerbsleiter
contestant	An entrant in a Toastmasters contest	noun	Introduce each contestant by <b>announcing the contestant's name twice</b> .	Wettbewerbssteilnehmer
counter	The ballot counter at a Toastmasters contest	noun	Contest chairs, chief judges, voting judges, tiebreaking judges, timers, counters, sergeants at arms and test speakers may not compete in the contest at which they are <b>servng</b> .	Punktezähler
covered subject matter	the areas discussed in a speech or presentation	noun	The member identified and invited panel members appropriate for the <b>covered subject matter</b> .	
Create a Podcast	Pathways Project Title	noun		Einen Podcast erstellen
Creating Effective Visual Aids	Pathways Project Title	noun		Wirkungsvolle visuelle Hilfsmittel erstellen
criteria	specific goals and expectations	noun	This <b>criteria</b> lists the specific goals and expectations for the project.	
Cross-Cultural Understanding	Pathways Project Title	noun		Interkulturelle Verständigung
current club officer		noun	If the vice president education is unavailable or if the application is for the vice president education, another <b>current club officer</b> may sign it.	Aktuelles Vorstandsmitglied
current member	A member who has paid their membership dues	noun	Below are some ways to use social media to promote clubs, engage current members and attract new members	aktuelles Mitglied
deliver	to give, or present something spoken, such as a speech	verb	You will learn to <b>deliver</b> a persuasive speech and assess the effectiveness of your persuasive skills.	halten
Deliver Social Speeches	Pathways Project Title	noun		Reden zu besonderen Anlässen
delivery	a way or a manner of giving a speech	noun	Practice to reach a level of comfort that mimics impromptu <b>delivery</b> .	Vortrag
demonstration meeting	A sample Toastmasters meeting to guide prospective members through a typical meeting.	noun	The demonstration meeting gives you the opportunity to share the benefits of Toastmasters with prospective members	Demonstrationstreffen
descriptive language	Language that creates visual imagery	noun	The member used <b>descriptive language</b> to create a memorable speech.	anschauliche Sprache
Develop a Communication Plan	Pathways Project Title	noun		Ein Kommunikationskonzept erstellen
Develop Your Vision	Pathways Project Title	noun		Die eigene Vision entwickeln
Developing	Score 1. Explanation: You are developing this competency	Pathways evaluation score		Ausbaufähig
difficult audience member	Member of the audience who is disruptive or uncooperative	noun	The first step in managing a <b>difficult audience member</b> is to recognize the conduct.	schwieriges Publikumsmitglied
direct communication	Clear and targeted messages	noun	... understand what is happening in their environment through direct communication and strong leadership.	direkte Kommunikation
Directions	The title of the blue tab containing instructions located on many Pathways project pages.	noun		Anweisungen
director	A member of district leadership	noun	Serve a complete term as a district leader (district director, program quality director, club growth director, etc.)	Direktor
director candidate	A Toastmasters who has announced he/she is running for international director	noun	e) International officer and director candidates	Direktorkandidat
Distinguished Club	The first level in the Distinguished Club Program.		Clubs that accomplish five of the goals above are Distinguished Clubs. Clubs achieving seven of these goals are Select Distinguished and clubs achieving nine are President's Distinguished.	Ausgezeichneter Club
Distinguished Club Program	An annual program to help clubs achieve excellence.	noun	The Distinguished Club Program (DCP) includes 10 goals that your club should strive to achieve each year.	Programm zur Auszeichnung von Clubs
Distinguished Toastmaster	The highest Toastmasters award achievable.	noun		Ausgezeichneter Toastmaster
Distinguished Toastmaster	Pathways Project Title			Ausgezeichneter Toastmaster (Distinguished Toastmaster)
district	A level of organization in Toastmasters between division and region	noun	Serve as a club or <b>district</b> level officer for at least six months OR fulfill a leadership role in another volunteer organization or at work with a long-term commitment (minimum of six months).	Distrikt
district conference	An annual or semiannual event organized by the district around the speech contests	noun	... or if appropriate to your role, a club officer training or <b>district conference</b> .	Distriktkonferenz
District Council	The district council is the district's governing body, subject to the general supervision of the Board of Directors	noun		Distriktgremium
District Council Meeting	A meeting of the district council	noun	Each club is allotted two votes at district council meetings	Distrikt-Gremiumsversammlung
District Council members	an officer on the district council	noun		Distriktgremium-Mitglieder
District Director		noun	Your district director presides over the district council.	Distriktdirektor
District Executive Committee	A committee consisting of: District director, Program quality director, Club growth director, Administration manager, Finance manager, Public relations manager, Division directors, Area directors, Immediate past district director	noun		Distriktvorstand
District Executive Committee member	an officer on the district executive committee	noun		Distriktvorstand-Mitglied
District Governor	Old title for District Director, prior to 2014	noun		District Governor
district leader	A recognized position above the club level, such as Area Director, Division Director, or District Director	noun	If you are not a club officer or <b>district leader</b> , be sure to check with leadership before disseminating any information on behalf of Toastmasters International.	Distriktführungskraft
district officer	Elected officer position in a Toastmasters District	noun	d) District officers whose terms expire June 30: 1. District director;	Distriktvorstand-Mitglied
district performance report	a report on how the district is doing	noun		Distriktleistungsbericht
District Public Relations Officer	Old title for Public Relations Manager, prior to 2014	noun		Pressereferent
District Secretary	Old title for Administration Manager, prior to 2014	noun		Sekretär
District Sergeant at Arms	Old title for Logistics Manager, prior to 2014	noun		Saalmeister

English (United States)	Definition	Part of Speech	Context	DE
District Treasurer	Old title for Finance Manager, prior to 2014	noun		Schatzmeister
districted	(for a club) to be assigned to a Toastmasters district	adjective		einem Distrikt angehörend
district-level	At the level of district finals, which come after division finals	adjective		auf Distriktebene
division	Administration tiers of Toastmasters, second above club, and area	noun	In districts with four assigned divisions or less, districts have the option to allow the two highest-placed available contestants from each division to participate in the district contest.	Division
Division Council	the division's governing body.	noun	Your division director presides over the Division Council, which meets at least twice a year	Divisionsgremium
Division Council member	an officer on the division council	noun		Divisionsgremium-Mitglied
Division Director	The elected Toastmaster who is in charge of a Toastmasters Division	noun	4. Administration manager 5. Finance manager; 6. Public relations manager; 7. Division director	Divisiondirektor
Division Governor	Old title for Division Director, prior to 2014	noun		Division Governor
dues	Regular payments for Toastmasters membership	noun	For example, a change of meeting venue, an increase in dues, or a transition in club leadership.	
dues payments	the amount paid or payable for membership	noun		Beitragszahlungen
dues renewals	the amount paid or payable for renewal of membership	noun		Beiträge für Mitgliedschaftsverlängerung
Dynamic Leadership	Pathways Path Title	noun		Dynamische Führung
Education and Training Committee	a committee dedicated to education and training.	noun		Ausschuss für Weiterbildung
education program	The Toastmasters education program of leadership and communication	noun	The evaluation for this project is different from other evaluations in the education program.	Weiterbildungsprogramm
education session	A seminar related to public speaking held at a conference or other Toastmasters meeting	noun	Presenters of education sessions at the event at which the contest will be held, including area, division, and district events, as well as the International Convention 5.	Fortbildungsvortrag
Education transcript	The record of which Pathways projects and paths you have completed.			Ausbildungstranskript
educational material	any Toastmasters manual or Pathways project.	noun		Weiterbildungsmaterial
Effective Body Language	Pathways Project Title	noun		Wirkungsvolle Körpersprache
Effective Coaching	Pathways Path Title	noun		Effektives Coaching
effective feedback	feedback that is useful	noun	... how to deliver <b>effective feedback</b> to help her in the process.	Wirkungsvolles Feedback
elected officer	a member elected to a position by vote of their fellow members	noun		gewählte Vorstandsmitglied
election		noun	Hold elections at the first meeting in May, with new officers taking office July 1.	Wahl
elective	a non-required Pathways project	noun	"Managing a Difficult Audience" is an elective project available to all members at Level 4.	Wahlmodul
elevator pitch	an exceptionally brief, unassuming summary that is meant to be delivered in the time it takes to ride an elevator, or less than one minute.	noun	An <b>elevator pitch</b> is an exceptionally brief, unassuming summary that is meant to be delivered in the time it takes to ride an elevator, or less than one minute.	Elevator Pitch (Aufzug-Rede)
Emerging	Score 2. Explanation: Your ability to accomplish this competency is emerging	Pathways evaluation score		Sich entwickelnd
engaging speech	an interesting speech, a speech that the audience relates to	noun	... find pieces that are relevant, and structure them into an <b>engaging speech</b> .	mitreißend Rede
ethical framework	A decision-making tool based on your personal beliefs and values	noun	... recognize and assess your own <b>ethical framework</b> .	Ethischer Referenzrahmen
ethical leadership	Knowing the right decision and being accountable for following through with that choice on behalf of a group or organization.	noun	Applying that definition to leadership seems like a straightforward step— <b>ethical leadership</b> is knowing the right decision and being accountable for following through with that choice on behalf of a group or organization.	Ethische Führung
Ethical Leadership	Pathways Project Title	noun		Ethische Führung
evaluate	In Toastmasters, to give feedback on	verb	Prepare to <b>evaluate</b> a member's speech by understanding both the project competencies and the member's personal goals for the presentation.	bewerten
evaluation	Feedback session in a Toastmasters club	noun	In meetings, you are encouraged to try new things, learn from the <b>evaluations</b> you receive, and <b>celebrate your successes</b> .	Bewertung
Evaluation and Feedback	Pathways Project Title	noun	Refer to the " <b>Evaluation and Feedback</b> " project in Level 1 of your learning path to review how to give <b>effective feedback</b> to team members.	Bewertung und Feedback
Evaluation Contest	A speech contest run by Toastmasters in which contestants all evaluate one speech, the test speech	noun	The subject of Evaluation Contest speeches shall be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.	Bewertungsreden-Wettbewerb
evaluation criteria	The specific areas on which a project or assignment will be given feedback	noun	Go to the "Your Evaluation" screen and review the <b>evaluation criteria</b> . Print or send the <b>evaluation resource</b> to your evaluator	Bewertungskriterien
evaluation form	A guide that directs the evaluator, either printed or in pdf	noun	...download a PDF of the Evaluation Criteria and <b>Evaluation Form</b> for your evaluator.	Bewertungsformular
evaluation resource	The evaluation form in pdf format, including the evaluation criteria, associated with each Pathways project	noun	Print or send the <b>evaluation resource</b> to your evaluator.	Bewertungshilfe
evaluator	the person who gives structured feedback to another member	noun	Your <b>evaluator</b> must be a Toastmaster who attended your event.	Bewerter
Event Planning Worksheet	A downloadable Pathways resource	noun	Project Monitoring. Use the <b>Event Planning Worksheet</b> below to track resources, tasks, and goals for your project or event.	Arbeitsblatt „Veranstaltungsplanung“
Excel	Score 4. Explanation: You excel at accomplishing the competency	Pathways evaluation score		Ausgezeichnet
Executive Director	Previous title of the Toastmasters CEO	noun		Geschäftsführer
executive summary	a short overview	noun		Kurzzusammenfassung
Exemplary	Score 5. Explanation: You do an exemplary job accomplishing the competency	Pathways evaluation score		Vorbildlich
experienced Toastmaster	A member who has been a Toastmasters for several years and/or has completed several awards and/or paths.	noun		erfahrener Toastmaster
eye contact	Looking someone in the eye when talking, particularly when giving a speech	noun	Nonverbal cues are expressed through body language, such as <b>eye contact</b> , crossed arms or legs, and fidgeting.. Fidgeting can indicate the speaker is uncomfortable	Blickkontakt
Eye Contact	Common Pathways Evaluation Criteria			Blickkontakt
Facial expression	the look on a person's face that conveys a particular emotion.	noun		Mimik
facilitation	Organization, enabling something to happen, moderation	noun	It requires planning, organizing, excellent time management, and <b>facilitation</b> skills to keep the meeting on track.	Moderation
fair speech contest	A speech contest that puts everyone on an even playing field	noun	by doing so, you will ensure a fair speech contest and an enjoyable event for everyone.	fairer Redewettbewerb
feedback	Comments on or appraisal of your performance	noun	Achieving the best volume level for each speech takes practice and <b>feedback</b> .	Feedback
fees	Payments, usually for a service or as a tax	noun	The following chart includes potential <b>fees</b> and costs you may need to consider when planning your event.	Gebühren
Fellow club member	a person who is also part of your Toastmasters club.	noun	To treat my fellow club members and our guests with respect and courtesy	Clubkollege
figurative language	using metaphorical devices	noun	...you will learn to recognize the difference between literal and <b>figurative language</b> and determine when to use each.	bildhafte Sprache

English (United States)	Definition	Part of Speech	Context	DE
finance manager	The fifth ranking member on a District Council, in charge of money	noun	3. Club growth director; 4. Administration manager 5. Finance manager; 6. Public relations manager;	Finance Manager
flipchart	A large paper pad used as a visual aid	noun	Write an outline on a <b>flipchart</b> or whiteboard showing the order of the topics you will cover.	Flipchart
Focus on the Positive	Pathways Project Title	noun		Auf das Positive fokussieren
former member	A person who was previously a Toastmasters member, but is no longer a member	noun		früher Mitglied
gavel	a small mallet with which an auctioneer, a judge, or the chair of a meeting hits a surface to call for attention or order.	noun	You keep the club's banner, gavel, lectern, award ribbons, supplies and other equipment safe and secure.	Vorstandshammer
general evaluator	the evaluator who evaluates the club meeting as a whole.	noun		Gesamtbewerter
General Rules	Rules that apply to all contests	noun	you will find the General Rules governing all Toastmasters speech contests, as well as the specific rules covering the International, Evaluation, Humorous, Table Topics, and Tall Tales contests.	Grundregeln
gestures	Hand movements used to aid communication	noun	He or she used <b>gestures</b> that show confidence and chose effective <b>gestures</b> to enhance his or her speech content.	Gesten
Gestures	Common Pathways Evaluation Criteria			Gesten
grammarian	A role in a Toastmasters meeting. The grammarian gives feedback on grammar.	noun	At a different meeting, fulfill the <b>grammarian</b> role.	Sprachstilbewerter
guest book	a book in which guests can provide feedback and their contact information	noun		Gästebuch
guest speaker	A visiting speaker	noun	It may involve multiple co-hosts and guest speakers discussing topics related to the show's theme.	Gastredner
guidance committee	A committee of Toastmasters selected by a member to evaluate his High Performance Leadership program	noun	Your project must include a minimum of seven meetings with your <b>guidance committee</b> .	Beraterteam
High Performance Leadership	Pathways Project Title	noun	The last step in your " <b>High Performance Leadership</b> " project is to present a speech about your experience to your club.	Leistungsstarke Führung
High Performance Leadership (HPL)	title of old High performance leadership manual	noun		Leistungsstarke Führung (HPL)
Honorary Club Membership Award	an award which confers honorary membership	noun		Auszeichnung als Clubehrenmitglied
HPL Guidance Committee Member	a member of a High Performance Leadership guidance committee	noun		Leistungsstarke Führung - Mitglied des Beraterteams
Humorous Speech Contest	A speech contest run by Toastmasters in which contestants all give humorous speeches	noun	The Humorous Speech Contest follows all rules outlined in the General Rules section of this rulebook.	Wettbewerb Humorvolle Reden
Ice Breaker	The first speech given as a Toastmaster	noun	another Toastmaster through a project (Levels 1 or 2, other than the " <b>Ice Breaker</b> ").	Eisbrecher
Ice Breaker	Pathways Project Title	noun		Eisbrecher
Immediate Past District Director	the district director for the previous period	noun		Vorjahresdistriktdirektor
Immediate Past District Governor	Old title for Immediate Past District Director, prior to 2014	noun		Vorjahres-District-Governor
Immediate Past International President	the international president for the previous period	noun		Vorjahres-Internationaler-Präsident
Immediate Past President	the president for the previous period	noun		Vorjahrespräsident
impromptu speaking	Speaking without preparation	verb	I am comfortable with <b>impromptu speaking</b> .	spontane reden
impromptu speech	an unprepared speech, given at a moment's notice	noun		improvisierte Rede
Improvement Through Positive Coaching	Pathways Project Title	noun		Verbesserung durch positives Coaching
inducting officer	the officer conducting the induction ceremony	noun		einführendes Vorstandsmitglied
induction ceremony	the ceremony in which newly elected officers are formally inducted.	noun		Einführungszereemonie
informative speech	A type of speech that is aimed at informing the audience	adjective	Use a flip chart during an <b>informative speech</b> .	informative Rede
Innovative Planning	Pathways Path Title	noun		Innovative Planung
Inspire Your Audience	Pathways Project Title	noun		Das Publikum inspirieren
Intentional movement	Gestures made with a specific purpose in mind	noun		beabsichtigte Bewegungen
Interest	Common Pathways Evaluation Criteria			Interesse
international convention	An annual event run by Toastmasters International	noun	Semifinals are to be held at the International Convention, and will include all district winners randomly assigned to separate contests.	Internationale Toastmasters Convention
International President	The president of Toastmaster International	noun	Rule changes are made once a year by administrative protocol with the approval of the International President, the International President-Elect, and the Chief Executive Officer.	Internationaler Präsident
International Speech Contest	a speech contest held at the International Convention	noun		Internationaler Redewettbewerb
introduction	The first part of a speech	noun	For example, a social speech still requires you to prepare an <b>introduction</b> , <b>body</b> , and <b>conclusion</b> .	Einführung
Introduction to Toastmasters Mentoring	Pathways Project Title	noun		Einführung ins Toastmasters-Mentoring-Programm
item	a toastmasters publication	noun	A TM Wears Many Hats is <b>Item</b> 1167	Artikel
journey	a metaphor for progression	noun	... and start your protégé on her <b>journey</b> toward reaching the goals you set together.	Entwicklung
keynote speaker	a high profile guest speaker, often the main attraction of an event	noun		Grundsatzredner
keynote speech	the speech given by the keynote speaker	noun		Grundsatzrede
Lead in Any Situation	Pathways Project Title			In jeder Situation führen
leader	A person who others follow	noun	Being an effective <b>leader</b> has the power to influence many different facets of your life.	Führungskraft
leadership	The ability to make others follow you	noun	He or she demonstrated clear <b>leadership</b> in the conversations required to reach a satisfactory outcome for the group.	Führungskräfte
Leadership Development	Pathways Path Title	noun		Entwicklung von Führungsqualitäten
leadership role	A position which requires influencing the actions of others	noun	Accepting a <b>leadership role</b> is accepting responsibility for the results of that leadership, even when challenges happen that are out of your control.	Führungsrolle
leadership style	The way in which a person influences other people	noun	You will learn to identify your natural <b>leadership style</b> and behaviors and how these may impact those whom you lead..	Führungsstil
leadership track	The old education program track which focusses on leadership	noun		Führungslaufbahn
Leading in Difficult Situations	Pathways Project Title	noun		Führen in schwierigen Situationen
Leading in Your Volunteer Organization	Pathways Project Title	noun		Führen in einer Freiwilligen-Organisation
Leading Your Team	Pathways Project Title	noun		Führen eines eigenen Teams
learn-by-doing	to learn something by experiencing it or participating in it.	verb		Learning-by-doing
learning needs	what a member requires in order to learn effectively	noun		Lernbedarf
lectern	The stand at the front of a lecture theatre or hall on which speakers rest their notes	noun	Perhaps she progressed from standing stiffly behind the <b>lectern</b> to using natural, effective gestures at the proper times during her speech to reinforce her message.	Rednerpult
Lessons Learned	Pathways Project Title	noun	The " <b>Lessons Learned</b> " project is designed to help you understand the steps to debrief team members and key stakeholders at major milestones and after the completion of your project.	Gewonnene Erkenntnisse
level	The administration levels of Toastmasters, which correspond to speech contests. i.e. Area, Division and District	noun	The only contests permitted at the area, division, or district levels are those that originate at the club level and proceed through the area, division, and district levels.	Stufe

English (United States)	Definition	Part of Speech	Context	DE
Level 1: Master the Fundamentals	Pathways level name			Stufe 1: Die Grundlagen beherrschen.
Level 2: Learning Your Style	Pathways level name			Stufe 2: Erkennen Sie Ihren Stil
Level 3: Increasing Knowledge	Pathways level name			Stufe 3: Bauen Sie Wissen auf
Level 4: Building Skills	Pathways level name			Stufe 4: Bauen Sie Fähigkeiten auf
Level 5: Demonstrating Expertise	Pathways level name			Stufe 5: Demonstrieren Sie Fachwissen
listen	to hear and pay attention to	verb	I am comfortable <b>listening</b> to differing opinions and suggestions for improvement.	Zuhören
listener	the person listening	noun	Details worked to connect the listener to the speech.	Hörer
listening skills	The ability to pay attention to and absorb what you are hearing	noun	Nonverbal communication, <b>listening skills</b> , and written communication are all excellent places to focus your energy.	Zuhörfähigkeiten
Logistics Manager	Sergeant at Arms, district level	noun		Logistics Manager
Lt.-Governor Education and Training	old officer title for Vice President Education, prior to 2014	noun		Vize-Governor Weiterbildung
Lt.-Governor Marketing	old officer title for Vice President Public Relations, prior to 2014	noun		Vize-Governor Marketing
Make Connections Through Networking	Pathways Project Title	noun		Verbindungen aufbauen durch Netzwerken
Manage Change	Pathways Project Title	noun		Veränderung managen
Manage Online Meetings	Pathways Project Title	noun		Online-Meetings managen
Manage Projects Successfully	Pathways Project Title	noun		Projekte erfolgreich leiten
Manage Successful Events	Pathways Project Title	noun		Erfolgreiche Veranstaltungen durchführen
Managing a Difficult Audience	Pathways Project Title	noun	" <b>Managing a Difficult Audience</b> " is an elective project available to all members at Level 4.	Mit schwierigem Publikum umgehen
Managing Time	Pathways Project Title	noun	In the Level 2 project, " <b>Managing Time</b> ," you learned how to establish long- and short-term goals.	Zeit managen
mannerisms	Actions that are individual in nature and are generally unconscious	noun	The member used some distracting vocal fillers or physical <b>mannerisms</b> .	Angewohnheiten
manual	Toastmasters materials designed to assist with the educational program	noun	In this section, you'll find a list of additional manuals, articles, Web pages, and other helpful materials related to Toastmasters speech contests.	Handbuch
meeting agenda	A written list of items to do or cover in a meeting	noun	Download Online <b>Meeting Agenda</b> .	Meeting-Agenda
meeting role	A functional role in a Toastmasters meeting that usually lasts for the duration of the meeting.	noun	Fulfill the <b>meeting role</b> of evaluator	Meeting-Rolle
member	A member of a Toastmasters Club	noun	The <b>member</b> spoke clearly and vocabulary was descriptive, accurate, and engaging.	Mitglied
Member Engagement and Support	The department at World Headquarters which takes member support calls/emails	noun		Club- und Mitgliederbetreuung
member in good standing	A Toastmaster who is a paid up member of a club	noun	must be a member in good standing of the club, area, division, and district in which he or she is competing.	ordentliches Mitglied
membership building	Increasing the number of members in a club, division, or district	noun	If your proposal is for a completely new innovation in <b>membership building</b> , share your ideas and the positive impact you envision.	Mitgliederaufbau
membership building contest	a contest for increasing the number of members in a club, division, or district	noun		Wettbewerb zur Mitgliederwerbung
membership fee	The amount paid for Toastmasters membership	noun	If this is your first path as a Toastmaster, the price is included in your membership fee.	Mitgliedschaftsausschuss
Membership Orientation	an introduction to Toastmasters	noun		Mitgliederorientierung
Membership Strength	The number of members in a club	noun		Mitgliederstärke
mentor	A person, usually more experienced, who gives guidance and advice	noun	Review your project plan with a <b>mentor</b> , a team assembled to help you accomplish the plan, or another figure with a vested interest in the project.	Mentor
mentor	To act as a mentor; be a person who offers advice and guidance	verb	...you may choose to mentor an individual outside of Toastmasters.	Mentor sein
Mentor Certificate	A certificate received for being a mentor	noun		Mentorenzertifikat
Mentoring	Pathways Project Title	noun	<b>Mentoring</b> can be a rewarding experience for both the mentor and the protégé.	Mentoring
mentoring relationship	The relationship between the mentor and the mentee (or protégé)	noun	As with a traditional <b>mentoring relationship</b> , the goal is to empower protégés to reach their goals.	Mentorenbeziehung
Mission of Toastmasters International	the Toastmasters International mission statement	noun		Mission von Toastmasters International
moderate	to facilitate	verb		moderieren
Moderate a Panel Discussion	Pathways Project Title	noun		Eine Podiumsdiskussion moderieren
moderator	the person who facilitates	noun		Moderator
Motivate Others	Pathways Project Title	noun		Andere motivieren
motivation	Creation or extolling of reasons for people to take action	noun	The leader supports the team through <b>motivation</b> and building confidence, giving high praise, and making those around her feel good about their accomplishments.	Motivation
Motivational Strategies	Pathways Path Title	noun		Motivationsstrategien
Negotiate the Best Outcome	Pathways Project Title	noun		Das optimale Resultat aushandeln
network	to make social and business contacts	verb	Attend an event where you can <b>network</b> with others you have not interacted with before.	netzwerken
new member fee	a fee payable by new members	noun		Beitragsgebühr für neue Mitglieder
new member kit	the kit received by new members	noun		Begrüßungspaket für neue Mitglieder
news release	A concise written announcement sent to the media to gain publicity.	noun	A <b>news release</b> is a concise written announcement sent to the media to gain publicity.	Pressemittteilung
newsletter	a written publication with club/district news	noun		Rundschreiben
nominating committee	a committee which seeks out qualified candidates and considers interested members for nomination to an elected position.	noun	Appoint the nominating committee to nominate new club officers before the beginning of the term.	Nominierungsausschuss
non-Toastmasters	Pertaining to something that is not related to Toastmasters. Does not apply to people.	adjective	If you want to coordinate a <b>non-Toastmasters</b> event, it will need to be approved by your club's vice president education.	Nicht-Toastmaster
objectives	Goals	noun	One of your <b>objectives</b> is to convince them that the issue has a direct effect on their lives.	Zielsetzungen
online meeting	A meeting over the internet	noun	Conduct a 20- to 25-minute <b>online meeting</b> with fellow Toastmasters OR conduct a 20- to 25-minute webinar with visual aids for fellow Toastmasters.	Online-Meeting
opening	The start of a speech	noun	Write your speech, memorize the <b>opening</b> and conclusion, and rehearse everything else until you feel comfortable.	Eröffnung
Order Processing team	The team at World Headquarters which processes orders	noun		Team zur Bestellabwicklung
orientation session	a session or meeting which focusses on introduction or orientation.	noun		Orientierungsveranstaltung
outline	A speech plan	noun	A clear, thorough outline will assist you in crafting your speech and sharing your communication and leadership goals with the audience within the allotted time.	
outside of the club	not within a Toastmasters club			außerhalb des Clubs
Outstanding Toastmaster award	This award recognizes one member whose educational accomplishments, club service, dedication and enthusiasm are exceptional.			
panel	A group of experts who discuss topics or take questions	noun	A panel discussion is a moderated conversation between experts in front of an audience.	Podiumsdiskussion
panel discussion	a moderated conversation between experts in front of an audience.	noun	A panel discussion is a moderated conversation between experts in front of an audience.	Podiumsdiskussion
Parliamentarian	a person who is expert in the formal rules and procedures of deliberative assemblies and other formal organizations	noun	Your club may have other meeting participants, such as Joke master, parliamentarian and Word Master.	Parlamentarier

English (United States)	Definition	Part of Speech	Context	DE
parliamentary procedure	Rules to follow when conducting a meeting	noun	Keep the meeting organized and productive using parliamentary procedures.	Parlamentarische Regeln
path	a set of projects, divided into 5 levels which build in complexity.	noun	There are ten different learning paths.	Lernpfad
Pathways Assessment	The short quiz members take to help them choose a path in Pathways. Available in all languages.	noun		Pathways-Selbsteinschätzung
Pathways Mentor Program	The mentor program within Pathways.	noun		Pathways-Mentorenprogramm
performance	how well a person, team, or group works	noun	Individual <b>performance</b> in an organization is directly connected to the ability to listen effectively.	Leistung
periodically distracted	regularly lost focus	adjective	The member relied on notes and was periodically distracted.	regelmäßig abgelenkt
Persuasive Influence	Pathways Path Title			Einflussreiche Überzeugungskraft
Persuasive Speaking	Pathways Project Title			Überzeugend reden
persuasive speech	A speech that aims to create a mindset or change a mindset in the audience	noun	The member selected the most appropriate type of <b>persuasive speech</b> and demonstrated understanding of all types.	Überzeugende Rede
Planning and Implementing	Pathways Project Title			Planung und Umsetzung
Posture	the way you carry yourself when you speak	noun	Your posture reflects your attitude and your level of confidence.	Haltung
practice	to rehearse	verb	Create one to three visual aids to enhance your presentation and <b>practice</b> using them prior to your speech.	Üben
Prepare for an Interview	Pathways Project Title			Vorbereitung auf ein Interview
Prepare to Mentor	Pathways Project Title			Vorbereitung auf die Rolle des Mentors
Prepare to Speak Professionally	Pathways Project Title			Vorbereitung auf professionelles Reden
prepared speech	a speech prepared in advance and rehearsed.	noun		vorbereitete Rede
presence	your manner on stage or in front of a group	noun	Your <b>presence</b> and connection with the audience members increase the possibility that your message has staying power.	Präsenz
present	To give a speech or presentation	verb	In this project, you will learn how to <b>present</b> a speech in an enthusiastic and inspiring fashion in order to establish a strong rapport with your audience.	präsentieren
Present a Proposal	Pathways Project Title			Einen Vorschlag präsentieren
presentation	a speech, often with the help of visual aids	noun	Develop a 5- to 7-minute <b>presentation</b> describing an object, location, or memory in detail, and <b>present</b> it at your club meeting.	Präsentation
Presentation Mastery	Pathways Path Title			Beherrschen von Präsentationen
President	The highest club officer position. As the person who sets the tone for the club, you are expected to provide helpful, supportive leadership for all of the club's activities.	noun	... a member might request feedback from the <b>president</b> of his club...	Präsident
President's Distinguished Club	The highest level of the Distinguished Club Program.	noun	Clubs that accomplish five of the goals above are Distinguished Clubs. Clubs achieving seven of these goals are Select Distinguished and clubs achieving nine are President's Distinguished.	Club mit höchster Auszeichnung
primary contestant	The first choice for representing a club/area/division/district at the next level of competition. Usually the winner at the lower level	noun	the alternate speaker, if present, is permit-ted to attend the briefing in place of the primary contestant.	eigentlicher Wettbewerbsteilnehmer
professional speaker	a person who is paid to speak	noun	Most of us have experienced outstanding professional speakers.	professioneller Redner
Proficient	When referring to the Pathways designation received upon completion of a Path, use the English term with translation in parentheses	adjective	When you complete Level 5, you receive the Proficient designation. Being Proficient means you have accomplished every task required within your path, completed projects on all five levels and fulfilled meeting roles.	Proficient (Kompetent)
Program Quality Director	The second ranking officer in a district	noun	1. District director; 2. Program quality director; 3.	Direktor für Programmqualität
project	to send	verb	Proper posture helps you breathe well and effectively <b>project</b> your voice.	projizieren
project	A Toastmasters module	noun	This <b>project</b> marks the beginning of your Toastmasters journey.	Projekt
project completion record	A form used to record projects which have been completed.	noun		Projektabschlussbericht
project plan	A schedule of activities and resources over the course of a project	noun	Your Plan. With your project selected, you need to create a <b>project plan</b> . For your overview, look at the large, overarching components o	Projektplan
protégé	a mentee	noun		Protégé
provisional district	A Toastmasters District which has not yet been granted full district status	noun	members of undistricted clubs and provisional districts are invited to participate in the International Taped Speech Contest.	provisorischer Distrikt
proxy	The person casting a proxy vote	noun	A proxy delivers the vote for an officer unable to attend a council meeting.	Vertreter
proxy vote	a vote cast on behalf of another person	noun	Proxy votes may be used if a club officer is unable to attend a council meeting.	die Stellvertreterwahl
public	The people outside of the Toastmasters organization	noun	Keep in mind that any interaction with the <b>public</b> or media affects a person's or organization's brand.	Öffentlichkeit
Public Relations Manager	The sixth ranking officer in a district, in charge of public relations	noun	3. Club growth director; 4. Administration manager 5. Finance manager; 6. Public relations manager;	Public Relations Manager
Public Relations Strategies	Pathways Project Title			Strategien für die Öffentlichkeitsarbeit
public speaker	A person who delivers speeches to audiences outside of his own organization	noun	Part of building your skills as a public speaker and leader is developing strategies for successfully speaking to a variety of audiences.	Redner
public speaking	the act of giving speeches in public	noun	Through Pathways you can develop your skills in many different areas— communication, leadership, management, strategic planning, service to others, public speaking and more.	Öffentliches Reden
public speaking skills	The ability to present a speech or talk in public	noun	You will use your public speaking skills to enhance the message of your podcast.	Rhetorikfähigkeiten
qualifying judge	A judge who determines if a Contestant in a Toastmasters contest is eligible to compete	noun	In addition to these judges, a contest chair, chief judge, five qualifying judges, tiebreaking judge, three counters, and two timers are appointed.	qualifizierender Wettkampfrichter
question-and-answer session	A period after a presentation during which audience members ask speakers questions from the floor.	noun	Act as moderator for both the panel discussion and the <b>question-and-answer session</b> .	Frage-und-Antwort-Runde
Question-And-Answer Session	Pathways Project Title			Frage-und-Antwort-Runde
Reaching Consensus	Pathways Project Title			Konsens erzielen
recognition	The act of showing that one is appreciated, usually publicly	noun	Sincere praise and recognition can boost morale and increase commitment to your project.	Anerkennung
Recognition awards	awards to highlight member achievement	noun		Auszeichnungen
recognize	to see and remember, to acknowledge	verb	When truly listening, you <b>recognize</b> body language, verbal cues, and nonverbal cues that confirm or alter what the speaker is saying.	anerkennen
Reflect on Your Path	Pathways Project Title		... and will help to prepare you for the " <b>Reflect on Your Learning Path</b> " project at Level 5.	Den gewählten Lernpfad reflektieren
region	The segmentation level in Toastmasters; larger than a district	noun	This role can be as a leader at your club, area, district, or <b>region</b> and is up to you to decide the best fit for you and your skills or the skills you would like to develop.	Region
region advisors	Toastmasters assigned as advisors to regions	noun	b) Incumbent international officers and directors; c) Region advisors or region advisor applicants.	Berater der Region
registration	the act or process of entering names on an official list	noun		Registrierung
relied heavily on notes	Used paper or handheld device as a prompt many times	verb	Gestures were missing or awkward.. The member <b>relied heavily on notes</b> . Congratulations!. Congratulations!. You have comp	verließ sich stark auf seine Notizen
report	A written or verbal informative communication	noun	A 2- to 3-minute report or 5- to 7-minute speech	Bericht
represent	to be the Toastmaster from the club, area, division etc. at the next level of competition in a Toastmasters contest	verb	he or she is permitted to represent only one of those clubs at the area level.	repräsentieren
Researching and Presenting	Pathways Project Title			Recherchieren und Präsentieren
resource	A template or other aid provided by Toastmasters to aid in a project	noun	Use the following Write a Communication Plan <b>resource</b> to help you as you begin to develop your publicity and marketing plan.	Ressource
review	A summary, a revisiting	noun	Close your event with a <b>review</b> of your goals.	Rückblick

English (United States)	Definition	Part of Speech	Context	DE
ribbon	a strip of material used for a club award such as best speaker or best evaluator	noun	Supplies from World Headquarters, such as trophies, ribbons and educational materials	Anerkennungsband
role	a position of leadership	noun	Accepting a leadership <b>role</b> is accepting responsibility for the results of that leadership, even when challenges happen that are out of your control.	Rolle
role play	Acting out a script	noun	At a club meeting, complete the <b>role play</b> scenarios from the Conflict Resolution Scenarios and Prompts resource.	Rollenspiel
rulebook	the book of guidelines that determine how a speech contest is run	noun	must meet all eligibility requirements as outlined in the Speech Contest Rulebook.	Regelwerk
rules of order	the parliamentary instructions which clubs should follow.	noun	As president, you are expected to manage procedural matters in the conduct of the meeting and to apply parliamentary procedure as outlined in Robert's Rules of Order Newly Revised.	Geschäftsordnung
scoring	Assigning numbers to areas of performance or ability.	verb	Scoring Sheet. Use this <b>scoring</b> sheet to determine your communication style.	Punktebewertung
scoring sheet	Assigning numbers to areas of performance or ability.	verb	Scoring Sheet. Use this scoring sheet to determine your communication style.	Bewertungsformular
Secretary	A club position. As secretary, you maintain all club records, manage club files, handle club correspondence and take the minutes at each club and executive committee meeting.	noun		Schriftführer
Select Distinguished Club	The second level of the Distinguished Club Program.	noun	Clubs that accomplish five of the goals above are Distinguished Clubs. Clubs achieving seven of these goals are Select Distinguished and clubs achieving nine are President's Distinguished.	Club mit hoher Auszeichnung
self-confidence	confidence in oneself	noun		Selbstvertrauen
seminar	a conference or other meeting for discussion or training.	noun		Seminar
Sergeant at arms	As the club sergeant at arms, you keep track of the club's physical property, such as the banner, lectern, timing device and other meeting materials.	noun		Saalmeister
show	a program that is live or on TV, usually entertaining	noun	...and fits the style of the show	Sendung
skill	a developed ability	noun	You will use your public speaking <b>skills</b> to enhance the message of your podcast.	Fähigkeiten
skill level	a level of expertise	noun	Evaluate your current <b>skill level</b> by rating each statement. Select the appropriate number. <b>Asses</b>	Fähigkeitenniveau
Smedley's Award	a Toastmasters Award	noun		Smedley's Award Wettbewerb zur Mitgliederer Gewinnung
social media	peer-to-peer network platforms such as Facebook, Line, and Instagram	noun	<b>Social media</b> can be used to increase your visibility and establish connections with those you may not have the opportunity to meet face-to-face.	Soziale Medien
sources	Where you got the information	noun	Use and cite <b>sources</b> to support speech content and make source list available to audience members.	Quellen
speak	to talk	verb	If you are speaking to a large room filled with many people, presentation software can help to engage audience members farther back in the room.	reden professionell reden
speak professionally	To get paid to speak	verb	...and colleagues who speak professionally.	professionell reden
speaker	The person speaking	noun	Vocabulary was awkward or inappropriate for the topic, making the <b>speaker</b> hard to understand.	Redner Redneragentur
Speakers Bureau				Auszeichnung der Redneragentur
Speakers Bureau Award				Auszeichnung der Redneragentur
speaking abilities	a person's skills at public speaking	noun		Redefähigkeiten
speaking role	a position in which a person must speak	noun		Rednerrolle
speaking skills	the ability to present in public	noun	Members rely on each other's evaluations to develop their <b>speaking skills</b> .	Rhetorikfähigkeiten
speaking style	The way a person gives a presentation	noun	I can adapt my <b>speaking style</b> to different occasions and audiences.	Redestil
specific rules	Rules governing specific Toastmasters Contests, rather than all of them	noun	the General Rules governing all Toastmasters speech contests, as well as the specific rules covering the International, Evaluation, Humorous, Table Topics, and Tall Tales contests.	spezifische Regeln
speech	A public presentation	noun	Your speech can be persuasive, humorous, informational, or crafted in any style that appeals to you and supports your speech content.	Rede
speech content	The facts, opinions, and statements in a speech	noun	or crafted in any style that appeals to you and supports your speech content.	Redehalt
speech contest	A Competition in which speakers compete against each other and judges select a winner	noun	Whatever your occasion, from a Toastmasters <b>speech contest</b> to a conference for another organization, planning is vital to a successful event.	Redewettbewerb
Speech Contest Judges Training Program	a program where judges learn the process for judging.	noun		Schulungsprogramm für Wettkampfrichter
speech goals	The purpose or aim of the speech	noun		Ziele der Rede
Speech Outline Worksheet	A downloadable Pathways resource	noun	You may also use this Research Worksheet and this Speech Outline Worksheet to help organize ideas or sources.	Arbeitsblatt „Entwurf der Rede“
speech project	A project from a Toastmasters speech manual	noun	a member must have completed at least six speech projects in the Competent Communication manual prior to the club contest.	Redeprojekt
Speech title	The name of the speech	noun	Member Name Date Evaluator. <b>Speech Title</b> .	Redetitel
speech topic	The general area which the speech will cover	noun	Select a speech topic that is appropriate for use with presentation software and create a slideshow.	Thema der Rede
Speechcraft Program	A Toastmasters public speaking program	noun		Speechcraft-Programm
spokesperson	The person designated to speak for a group	noun		Sprecher
Stance	When standing, your stance is the way you position your body	noun	Posture, Stance, Position, and Movement	Stand
standard procedures	the normal way of conducting a speech contest	noun	this booklet contains the rules and standard procedures for conducting the International, Evaluation, Humorous, Table Topics, and Tall Tales speech contests.	Standardverfahren
Standards for success	clearly stated goals for succeeding.	noun		Standards für den Erfolg
state	To say in declarative	verb	You may choose to <b>state</b> your communication and leadership goals if you have identified them.	mitteilen
statement	a declarative sentence	noun	The <b>statement</b> of need will enable your audience to learn more about the issue.	Aussage
storytelling	The telling of stories	noun	Apply <b>storytelling</b> and descriptive skills to make the presentation relatable and interesting.	Geschichten erzählen
Strategic Relationships	Pathways Path Title	noun		Strategische Beziehungen
subject	the topic	noun	Metaphor. Describes a subject by comparing it to an otherwise unrelated object.	Thema
Success/Communication Series	old education program	noun		Serie "Erfolg/Kommunikation"
Success/Leadership Series	old education program	noun		Serie "Erfolg/Führung"
Successful Collaboration	Pathways Project Title	noun		Erfolgreiche Zusammenarbeit
succession plan	The selection and grooming of a replacement person for a position	noun	Create a <b>succession plan</b> to aid in the transition after you leave your position of leadership and another person steps in.	Nachfolgeregelung
summary checklist	The checklist of things to do as you prepare for your project	noun	page 2 of 3 _ <b>SUMMARY CHECKLIST</b> - Make Connections Through Networking.	Zusammenfassungs-Checkliste
Table Topics	The impromptu speaking session of a Toastmasters meeting	noun	...during the <b>Table Topics</b> section of your club meeting, actively listen to all responses.	Table Topics
Table Topics Contest	The Toastmasters speech contest where speakers give impromptu answers to the same topic	noun	The Table Topics Contest follows all rules outlined in the General Rules section of this rulebook.	Table Topics Wettbewerb
Table Topicsmaster	The leader of the Table Topics session	noun		Table Topicsmaster
Talk Up Toastmasters contest	a membership building contest	noun		Talk up Toastmasters-Wettbewerb zur Mitgliederer Gewinnung
Tall Tales Contest	The Toastmasters speech contest where speakers give wildly impossible speeches	noun	Tall Tales contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).	Seemannsgarnwettbewerb



English (United States)	Definition	Part of Speech	Context	DE
target audience	The people within a larger audience to whom the speaker wants to communicate a particular message	noun	You will identify the target audience for your message and learn about tailoring the tone of the message to match audience and situational expectations.	Zielredner
Team Building	Pathways Project Title	noun	Create Your Plan. Assess <b>Team Building</b> Needs.	Teamaufbau
team building	Improving a team, in general	noun	Though <b>team building</b> is important, effectively communicating with individuals outside of the team environment is also critical.	Teamaufbau
Team Collaboration	Pathways Path Title	noun		Team-Zusammenarbeit
test speaker	The speaker who gives the test speech at an evaluation contest	noun	The test speaker shall be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.	Testredner
test speech	The speech which all contestants evaluate in an evaluation contest	noun	At the beginning of this contest, a five- to seven-minute test speech will be presented.	Testrede
the Toastmaster	The MC of a Toastmasters meeting or event	noun	On the day of your presentation, be sure the Toastmaster is prepared to explain to the audience that they will need to provide disruptive scenarios after your speech is complete.	Der Toastmaster
tiebreaking judge	The judge whose ballot is only counted if there is a tie.	noun	Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots.	Gleichstandsrichter
tile	large square button on Base Camp home page	noun	On the homepage, select the My Feedback tile.	Kachel
time management	The way a person or group apportions available time	noun	It requires planning, organizing, excellent time management, and facilitation skills to keep the meeting on track.	Zeitmanagement
timer	the person in charge of timing speeches	noun		Zeitnehmer
Toastmaster	A member of a Toastmasters club	noun	Your evaluator must be a <b>Toastmaster</b> who attended your event.	Toastmaster
Toastmaster magazine	The monthly magazine published by Toastmasters International	noun	"A Toast to Toastmasters" featured in the October 2014 issue of <b>Toastmaster magazine</b>	„Toastmasters“ Magazin
Toastmasters	of or relating to Toastmasters International, must remain in English.	noun	Deliver the speech at your <b>Toastmasters</b> meeting.	Toastmasters
Toastmasters club	An official club chartered under Toastmasters International	noun	Promote our <b>Toastmasters club</b> to build membership and achieve Distinguished Club status" gives a clear view of what you want to achieve.	Toastmasters Club
Toastmasters Education Program	The educational materials used in Toastmasters	noun		Toastmasters-Ausbildung
Toastmasters event	An official event sponsored by Toastmasters, such as a training, conference, or contest	noun	You may choose a <b>Toastmasters event</b> such as a joint club meeting, speech contest, or if appropriate to your role, a club officer training or district conference.	Toastmasters-Veranstaltung
Toastmasters International	Toastmasters International, must remain in English	noun	trademarks and copyrights are the sole property of <b>Toastmasters International</b> and may be used only with permission.	Toastmasters International
Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only with permission.	Legal phrase.	noun		Der Name „Toastmasters International“, das Toastmasters International-Logo und alle anderen Markenzeichen von Toastmasters International und Urheberrechte sind das alleinige Eigentum von Toastmasters International und dürfen nur nach Genehmigung genutzt werden.
Toastmasters journey	The development of a Toastmaster	noun	During your Toastmasters journey, there are numerous opportunities to use the responses of the audience and an evaluator.	Toastmaster-Entwicklung
Toastmasters Pathways	The shortened title of the new education program. Must remain in English.	noun		Toastmasters Pathways
Toastmasters Pathways learning experience	The title of the new education program. "Toastmasters Pathways" must remain in English. "learning experience" is translated.	noun		Toastmasters Pathways-Lernerfahrung
tone	The style in which something is written	noun	Outline your message using the proper <b>tone</b> for each audience and distribution method.	Ton
topic	Question or statement given to contestants in the Table Topics contest	noun	All contestants shall receive the same topic, which shall be of a general nature.	Thema
training	exercise aimed at improving proficiency	noun	Share your intentions to take a <b>training</b> course or join a professional organization.	Schulung
transition	the move from one subject to another	noun	Making a lateral movement can help emphasize a <b>transition</b> in your speech.	Überleitung
treasurer	As treasurer, you are the club's accountant. You manage the club's bank account, writing checks as approved by the executive committee and depositing dues and other club revenues.	noun		Schatzmeister
Understanding Conflict Resolution	Pathways Project Title	noun		Konfliktlösung verstehen
Understanding Emotional Intelligence	Pathways Project Title	noun		Emotionale Intelligenz verstehen
Understanding Vocal Variety	Pathways Project Title	noun		Stimmliche Vielfalt verstehen
Understanding Your Communication Style	Pathways Project Title	noun		Den eigenen Kommunikationsstil verstehen
Understanding Your Leadership Style	Pathways Project Title	noun	You may have completed the Discover Your Leadership Style questionnaire if the " <b>Understanding Your Leadership Style</b> " project was a part of your learning path.	Den eigenen Führungsstil verstehen
undistricted	(for a club) not assigned to a Toastmasters district	adjective	1. Members of undistricted clubs and provisional districts are invited to participate in the International Taped Speech Contest.	ohne Distrikt
unintentional movement	A movement made unconsciously, such as scratching or moving from side to side	noun	You will also learn how to demonstrate awareness of <b>unintentional movement</b> and use gestures to enhance speech content.	unbeabsichtigte Bewegung
Using Descriptive Language	Pathways Project Title	noun		Anschauliche Sprache verwenden
Using Presentation Software	Pathways Project Title	noun		Präsentations-Software verwenden
verbal evaluation	Spoken feedback	noun	The evaluator gives your <b>verbal evaluation</b> in front of the club, and provides you with written feedback in the agreed-upon way.	mündliche Bewertung
vice president education (VPE)	The second ranked officer in a Toastmasters club, responsible for the program. As vice president education, you schedule members' speeches, verify the completion of projects and serve as a resource for questions about education awards, speech contests and the mentor program.	noun	If your <b>vice president education</b> approves a non-club event, your evaluator should be a Toastmaster who attended the event.	Vizepräsident Weiterbildung (VPE)
vice president membership (VPM)	As VPM, you promote the club and manage the process of bringing in guests and transforming	noun	Following are examples of scenarios you may encounter in your role as vice president	Vizepräsident Mitgliedschaft (VPM)
vice president public relations (VPPR)	The fourth ranking officer in a club, responsible for external communications. You promote the club to the local community and notify the media about the club's existence and the benefits it provides. You promote the club, update web content and safeguard the Toastmasters brand identity. It's your job to notify the media whenever your club does something newsworthy.	noun	... it is important to work closely with the <b>vice president public relations</b> of your club and other club leaders.	Vizepräsident PR (VPPR)
Video Navigation	the act of controlling the video portion of Pathways projects.	noun		Video-Navigation
vision	A virtual description	noun	Provide a clear <b>vision</b> for the future of the organization or individuals after your solution has been successfully implemented.	Vision
Visionary Communication	Pathways Path Title	noun		Visionäre Kommunikation
visual aid	PowerPoint, flip chart, white board, prop, or similar used to help with a presentation	noun	In this project, you will learn how to choose the correct <b>visual aid</b> for your presentation, how to create effective visual aids, and the	Visuelle Hilfsmittel
vocabulary	words	noun	The member spoke clearly and vocabulary was descriptive, accurate, and engaging.	Vokabular
vocal	Of or related to voice	adjective	To remedy this, focus on posture, tone, and <b>vocal</b> quality.	stimmlich

English (United States)	Definition	Part of Speech	Context	DE
vocal fillers	Words such as um, ah, er, you know, I mean etc. that don't add any value or meaning to a speech	noun	The member avoided distracting <b>vocal fillers</b> or physical mannerisms and used adequate speed and volume throughout the presentation	stimmliche Füllsel
vocal variety	the use of different tones, pitches, speeds and other voice variation	noun	For more information on pacing, <b>vocal variety</b> , and other tips, refer to your <b>Toastmasters Handbook</b> .	Stimmliche Vielfalt
Vocal Variety	Common Pathways Evaluation Criteria			Stimmliche Vielfalt
volunteer organization	An organization largely run by unpaid staff	noun	Offering your time and expertise as a leader in a <b>volunteer organization</b> provides many benefits and challenges.	Freiwilligen-Organisation
vote counter	The person who counts votes			Stimmzähler
voting judge	A judge in a speech contest, other than chief judge, tiebreaking judge, and qualifying judge	noun	All contestants, the chief judge, voting judges and the tiebreaking judge will be advised of the speaking area before the contest begins.	abstimmender Wettkampfrichter
WHERE LEADERS ARE MADE	The Toastmasters tagline.	phrase		WO LEADERS GEMACHT WERDEN
worksheet	A formatted piece of paper with instructions and exercises	noun	This worksheet will help you outline how you would like the recording session to proceed and make sure that you keep the episode on track.	Arbeitsblatt
World Championship of Public Speaking®	The finals of the International Speech Contest, held at the International Convention	noun	At the World Championship of Public Speaking, there shall be one voting judge representing each region.	Weltmeisterschaft für öffentliches Reden
World Headquarters	The main office of Toastmasters International	noun		Hauptsitz von Toastmasters International in den USA
Write a Compelling Blog	Pathways Project Title	noun		Einen begeisterten Blog schreiben
writing process	The process of writing a speech	noun	Review some of the organizational structures that may help you during the <b>writing process</b> .	Schreibvorgang
Youth Leadership Program	a Toastmasters program for under-18s	noun		Führungsprogramm für Jugendliche

English (United States)	Type	Description	Translation status	DE
				<b>English Title (Artikel ####, nur Englisch)</b>
A Toastmaster Wears Many Hats (Item 1167)	Manual.	Toastmasters handbook detailing the various roles of a Toastmaster.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Ein Toastmaster hat viele Rollen (Artikel DE1167)
A Toastmasters International Leadership Development Program (Item 262)	Manual.	The old High Performance Leadership program.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Ein Programm von Toastmasters International zur Entwicklung der Führungsfähigkeit (Artikel DE262)
Accredited Speaker Packet (Item 1208)	Form		Not translated	Accredited Speaker Packet (Artikel 1208, nur Englisch)
Additional Club Evaluation Chart (Item 290B)	Chart.		Not translated.	Additional Club Evaluation Chart (Artikel 290B, nur Englisch)
Advanced Communicator Award Application (Item 1226)	Form.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Fortgeschrittener Redner (AC) Anmeldung für die Auszeichnung (Artikel DE1226)
All About Toastmasters (Item 124)	Flier.	A flier providing an overview on the history, purpose and benefits of Toastmasters.	Not translated.	All About Toastmasters (Artikel 124, nur Englisch)
Alphabet Recap (Item 620A)	Manual.	This recap activity is a fun and interactive way for participants to review material learned. Teams compete to assemble the alphabet using words from topics discussed during the learning event.	Not translated	Alphabet Recap (Artikel 620A, nur Englisch)
Area and Division Director Training (Item 206)	Manual.		Not translated	Area and Division Director Training (Artikel 206, nur Englisch)
Base Camp FAQs - Base Camp Verifications and Approvals	FAQ sheet.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Häufig gestellte Fragen: Nachweise und Bestätigungen in Base Camp
Base Camp FAQs - Meeting Role Requirements	FAQ sheet.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Häufig gestellte Fragen: Anforderungen an Meeting-Rollen
Base Camp FAQs - Using Resources on Base Camp	FAQ sheet.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Häufig gestellte Fragen: Hilfsmittel in Base Camp verwenden
Base Camp FAQs - Working in my Education Transcript	FAQ sheet.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Häufig gestellte Fragen: Arbeiten in „My Education Transcript“ (Mein Ausbildungstranskript)
Base Camp FAQs - Working in Projects	FAQ sheet.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Häufig gestellte Fragen: Arbeiten in den Projekten
R1 Responding to Level Completion Requests	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
R2 Validating Project and Level Completion	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
S1 Responding to Initial External Training Requests	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
S2 Responding to External Training Completion requests	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
T1 Printing Certificates (Paths on Base Camp)	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
T2 Printing Certificates (Paths in Print)	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
U1 Individual Progress Dashboard	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
U2 Path Progress Dashboard	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
U3 Path Type Dashboard	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated

English (United States)	Type	Description	Translation status	DE
U4 Recently Selected Paths Dashboard	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
U5 External Training Dashboard	Pathways Base Camp Manager tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
Become a Better Leader (Item 131)	Brochure		Available in PT only	Become a Better Leader (Artikel 131, nur Englisch)
Beginning Your Speech (Item 270)	Manual.	Part of The Better Speaker Series. Suggestions for starting off your speech right. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Beginning Your Speech (Artikel 270, nur Englisch)
Building a Healthy Team (Item 1331A)	Manual.	Club Officer Training.	Not translated	Building a Healthy Team (Artikel 1331A, nur Englisch)
Building a Team (Item 316)	Manual.	Part of The Leadership Excellence Series. This module reviews how to create and lead a team. Includes a script and a PowerPoint presentation. Old education program.	Not translated.	Building a Team (Artikel 316, nur Englisch)
Building on Achievement for Continued Success (Item 1333A)	Manual.	Club Officer Training.	Not translated	Building on Achievement for Continued Success (Artikel 1333A, nur Englisch)
Building Your Thinking Power, Part II: The Power of Ideas (Item 254)	Manual.	Part of the Success Communication Series. This educational workshop teaches participants how to become more creative thinkers.	Not translated.	Building Your Thinking Power, Part II: The Power of Ideas (Artikel 254, nur Englisch)
Building Your Thinking Power, Part I: Mental Flexibility (Item 253)	Manual.	Part of the Success Communication Series. This educational workshop teaches participants how to adapt their behavior to achieve the best results.	Not translated.	Building Your Thinking Power, Part I: Mental Flexibility (Artikel 253, nur Englisch)
Candidate Application (Item 450E)	Form.	Use this checklist to determine if a candidate for district office meets the required qualifications as stated in the District Administrative Bylaws.	Not translated	Candidate Application (Artikel 450E, nur Englisch)
Candidate Evaluation Form (Item 450F)	Form.	Fill out this form to help determine the candidate best suited for a district office position.	Not translated.	Candidate Evaluation Form (Artikel 450F, nur Englisch)
Chairman (Item 200)	Manual.	Useful information for anyone called upon to chair a meeting. A "how-to" guide based on parliamentary procedure.	Not translated	Chairman (Artikel 200, nur Englisch)
Chart of Motions (Item 237C)	Chart.	Part of Parliamentary Procedure In Action within the Success Leadership Series.	Not translated.	Chart of Motions (Artikel 237C, nur Englisch)
Closing the Sale (Item 293)	Manual.	Part of The Successful Club Series. Exercise your powers of persuasion during those moments when a guest is deciding to join. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Closing the Sale (Artikel 293, nur Englisch)
Club Leadership Handbook (Item 1310)	Manual.	An easy-to-use guide with chapters detailing club governance, leadership roles, etc.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Handbuch Clubleitung (Artikel DE1310)
Club Climate Questionnaire (Item 251C)	Form.		Available in FR only.	Club Climate Questionnaire (Artikel 251C, nur Englisch)

English (United States)	Type	Description	Translation status	DE
Club Coach Appointment Form (Item 1152)	Form.	Fill out this form to appoint one or two club coaches and submit it to World Headquarters.	Not translated.	Club Coach Appointment Form (Artikel 1152, nur Englisch)
Club Coach Promotional Flier (Item F023)	Flier.	The club coach program helps struggling clubs become distinguished clubs.	Not translated.	Club Coach Promotional Flier (Artikel F023, nur Englisch)
Club Constitution for Clubs of Toastmasters International (Item 210C)	Manual.	Standard documents governing operations of Toastmasters clubs, with information on membership, dues, elections, etc.	Not translated.	Club Constitution for Clubs of Toastmasters International (Artikel 210C, nur Englisch)
Club Growth Director Handbook (Item 110)	Manual.	An easy-to-use guide with chapters detailing the Club Growth Director's role, responsibilities and goals.	Not translated.	Club Growth Director Handbook (Artikel 110, nur Englisch)
Club Officer Mailing cover letter (Item XX1320)	Letter.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Club Officer Mailing cover letter (Artikel DEXX1320)
Communicating on Video (Item 226J)	Manual.	Part of the Advanced Communication Series.	Not translated.	Communicating on Video (Artikel 226J, nur Englisch)
Communication and Conflict (Item 615)	Manual.	This training activity provides participants with techniques to respond to and resolve conflicts. It includes two videos which set up a scenario of conflict for participants to practice resolving.	Not translated.	Communication and Conflict (Artikel 615, nur Englisch)
Competent Communication (Item 225)	Manual.	The first speech manual in the old education program.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Kompetente Kommunikation (Artikel DE225)
Competent Communicator Award Application (Item 1225)	Form.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Kompetenter Redner (CC) Anmeldung für die Auszeichnung (Artikel DE1225)
Competent Leader Award Application (Item 1227)	Form.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Kompetente Führungskraft (CL) Anmeldung für die Auszeichnung (Artikel DE1227)
Competent Leadership (Item 265)	Manual.	The second speech manual in the old education program.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Kompetente Führung (Artikel DE265)
Concluding Your Speech (Item 271)	Manual.	Part of The Better Speaker Series. Tips for ending your speech with power. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Concluding Your Speech (Artikel 271, nur Englisch)
Confidence: The voice of Leadership (Item 101)	Manual.	This full-color promotional brochure targets potential members who work in a corporate environment, stressing the personal and career benefits of participation in Toastmasters.	Available in FR only.	Confidence: The voice of Leadership (Artikel 101, nur Englisch)
Controlling Your Fear (Item 272)	Manual.	Part of The Better Speaker Series. Techniques for overcoming nervousness when speaking.	Not translated.	Controlling Your Fear (Artikel 272, nur Englisch)
Coordinator Certificate (Item 260)	Certificate.	This certificate is to be presented to the coordinator for any of the Success Communication and Success Leadership programs.	Not translated.	Coordinator Certificate (Artikel 260, nur Englisch)
Counters' Tally Sheet (Item 1176)	Form.	The form used by ballot counters at a Toastmasters speech contest.	Not translated.	Counters' Tally Sheet (Artikel 1176, nur Englisch)
Creating a Quality Club (Item 1313A)	Manual.	Club officer training. This training teaches club officers about the importance of the member experience, the Toastmasters brand, Moments of Truth and the Distinguished Club Program.	Not translated.	Creating a Quality Club (Artikel 1313A, nur Englisch)

English (United States)	Type	Description	Translation status	DE
Creating an Introduction (Item 277)	Manual.	Part of The Better Speaker Series. Great introductions should precede great speeches. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Creating an Introduction (Artikel 277, nur Englisch)
Creating the Best Club Climate (Item 294)	Manual.	Part of The Successful Club Series. Techniques for creating and maintaining a healthy club environment. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Creating the Best Club Climate (Artikel 294, nur Englisch)
Debate Handbook (Item 104)	Manual.	Contains basic principles of formal debate, with sample debate formats and judging tips.	Not translated.	Debate Handbook (Artikel 104, nur Englisch)
Delegate to empower (Item 315)	Manual.	Part of The Leadership Excellence Series. This module discusses how to effectively delegate tasks and responsibilities. Includes a script and a PowerPoint presentation. Old education program.	Not translated.	Delegate to empower (Artikel 315, nur Englisch)
Develop Your Leaders from Within (Item 103)	Brochure.	A brochure designed for promoting Toastmasters to businesses and organizations.	Not translated.	Develop Your Leaders from Within (Artikel 103, nur Englisch)
Developing a Mission (Item 312)	Manual.	Part of The Leadership Excellence Series. Addresses how successful leaders create and communicate a mission for their organization. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Developing a Mission (Artikel 312, nur Englisch)
Distinguished Club Program and Club Success Plan (Item 1111)	Manual.	A manual which explains the distinguished club program, provides guidelines for club success, and the "how-to" in becoming a distinguished club.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Programm zur Auszeichnung von Clubs und Cluberfolgsplan (Artikel DE1111)
District Leadership Handbook: A guide to Effective Management (Item 222)	Manual.	An easy-to-use guide with chapters detailing district government and structure, leadership roles, etc.	Not translated.	District Leadership Handbook: A guide to Effective Management (Artikel 222, nur Englisch)
District Council Meeting Proxy Form (Item 450I)	Form	Either the club president or vice president education of any member club may designate, in writing, any active individual member of the club to act as a proxy for him or her at any district council meeting.	Not translated.	District Council Meeting Proxy Form (Artikel 450I, nur Englisch)
District Recognition Program (Item 1490)	Manual.	In this manual, district leaders learn about the District Recognition program and its renewed focus on club quality and member satisfaction.	Not translated.	District Recognition Program (Artikel 1490, nur Englisch)
DTM Award Application (Item 1228)	Form.		Available in AR, CS, CT, DE, FR, JP, SP.	Ausgezeichneter Toastmaster (DTM) Anmeldung für die Auszeichnung (Artikel DE1228)
Effective Evaluation (Item 202)	Manual.	Tips and techniques for giving helpful evaluations.	Available in AR, CS, CT, DE, FR, JP, SP.	Wirksames Bewerten (Artikel DE202)

English (United States)	Type	Description	Translation status	DE
Enhancing Evaluations (Item 1332A)	Manual.	Club officer training. This training teaches club officers the importance of quality feedback and using evaluation criteria based on objectives from manuals, as well as providing steps to effective coaching in an evaluation.	Not translated.	Enhancing Evaluations (Artikel 1332A, nur Englisch)
Evaluate to Motivate (Item 292)	Manual.	Part of The Successful Club Series. Give an evaluation that benefits the speaker and the audience! Includes an outline and a PowerPoint presentation. Old education program.	Available in FR and JP only.	Evaluate to Motivate (Artikel 292, nur Englisch)
Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A)	Form	Evaluation Contest Tiebreaking Judge's Guide and Ballot includes forms used by Evaluation Contest judges when there is a tie.	Not translated.	Evaluation Contest Tiebreaking Judge's Guide and Ballot (Artikel 1179A, nur Englisch)
Evaluation Speech Contest Kit (Item 1169E)	Kit	Supplies for conducting an Evaluation Contest. Contains enough materials for five contestants and ten judges.	Not translated.	Evaluation Speech Contest Kit (Artikel 1169E, nur Englisch)
Expanding your Horizons (Item 211)	Brochure.	This brochure contains information and descriptions of exercises and contents for each of the Success Leadership and Success Communication programs.	Not translated.	Expanding your Horizons (Artikel 211, nur Englisch)
Facilitating Discussion (Item 226D)	Manual.	Part of the Advanced Communication Series.	Not translated.	Facilitating Discussion (Artikel 226D, nur Englisch)
Find Your Voice (Item 132)	Brochure		Available in PT only	Find Your Voice (Artikel 132, nur Englisch)
Finding New Members for Your Club (Item 291)	Manual.	Part of The Successful Club Series. Ways to help you seek out those vital new members! Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Finding New Members for Your Club (Artikel 291, nur Englisch)
From Prospect to Guest to Member (Item 108)	Brochure.	This full color brochure guides each Toastmaster on a step-by-step path through the new member recruitment process.	Not translated.	From Prospect to Guest to Member (Artikel 108, nur Englisch)
From Speaker to Trainer (Item 257)	Manual.	Part of the Success Communication Series. This educational workshop teaches participants how to develop and present training programs.	Not translated.	From Speaker to Trainer (Artikel 257, nur Englisch)
Gestures Your Body Speaks (Item 201)	Manual.	A manual providing insight, advice and guidance on the use of body language. Old education program.	Available in AR, CS, CT, DE, FR, JP, SP.	Gesten: Ihr Körper spricht (Artikel DE201)
Getting Ahead of Your Challenges (Item 618)	Manual.	This training activity provides an opportunity for participants to discuss challenges that threaten the goals of the team while recognizing their peers as valuable resources and brainstorming solutions.	Not translated.	Getting Ahead of Your Challenges (Artikel 618, nur Englisch)
Giving Effective Feedback (Item 317)	Manual.	This module provides suggestions for offering feedback to others on their performance. Includes a script and a PowerPoint presentation. Old education program.	Available in FR only.	Giving Effective Feedback (Artikel 317, nur Englisch)

English (United States)	Type	Description	Translation status	DE
Goal Setting and Planning (Item 314)	Manual.	Part of The Leadership Excellence Series. Reviews the processes leaders use to set goals and develop plans to achieve these goals. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Goal Setting and Planning (Artikel 314, nur Englisch)
Going Beyond Our Club (Item 298)	Manual.	Part of The Successful Club Series. Find out about learning and leadership opportunities available to members in addition to regular club meetings and activities. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Going Beyond Our Club (Artikel 298, nur Englisch)
Guidance Committee Handbook (Item 263)	Manual.	Old education program,	Available in AR, CS, CT, DE, FR, JP, SP.	Handbuch Beraterteam für Führungskräfte (Artikel DE263)
Heads or Tails (Item 613)	Manual.	This training activity helps team members learn how to negotiate while observing their reaction to pressure.	Not translated.	Heads or Tails (Artikel 613, nur Englisch)
Helium Stick (Item 610)	Manual.	This training activity challenges teams with a task that sounds simple to accomplish but requires collaboration to achieve.	Not translated.	Helium Stick (Artikel 610, nur Englisch)
How to be a Distinguished Club (Item 299)	Manual.	Part of The Successful Club Series. A terrific tool to use to explain and promote the Distinguished Club Program to the members of your club.	Not translated	How to be a Distinguished Club (Artikel 299, nur Englisch)
How to Be a Speechcraft Advisor (Item 208)	Manual.	Part of Speechcraft within the Success Communication Series. Guidelines for members who serve as advisors in the Speechcraft workshop.	Not translated	How to Be a Speechcraft Advisor (Artikel 208, nur Englisch)
How to Build a Toastmasters Club (Item 121)	Manual.	Includes information for chartering both community and corporate clubs.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Wie man einen Toastmasters-Club gründet (Artikel DE121)
How to Conduct Productive Meetings (Item 236)	Manual.	Part of the Success Leadership Series. A group leader working from a coordinator's guide reviews the techniques and dynamics of small group meetings.	Not translated.	How to Conduct Productive Meetings (Artikel 236, nur Englisch)
How to Listen Effectively (Item 242)	Manual.	Part of the Success Communication Series. Teaches listening, speaking, and leadership skills with materials for 10 people.	Not translated.	How to Listen Effectively (Artikel 242, nur Englisch)
How to Rebuild a Toastmasters Club (Item 1158)	Manual.	A step-by-step guide for a club coach including possible solutions and tactics in rebuilding a Toastmasters club.	Not translated.	How to Rebuild a Toastmasters Club (Artikel 1158, nur Englisch)
How to Reinstate Your Club (Item 451)	Flier.		Not translated.	How to Reinstate Your Club (Artikel 451, nur Englisch)
How to Sponsor New Clubs (Item 218)	Manual.	Instruction for new club sponsors to help them develop strong new clubs.	Not translated.	How to Sponsor New Clubs (Artikel 218, nur Englisch)
How to Start a Speakers Bureau (Item 127)	Manual.	Complete information on establishing and operating a Speakers Bureau.	Not translated.	How to Start a Speakers Bureau (Artikel 127, nur Englisch)
Humorous Contest Tiebreaking Judge's Guide and Ballot (Item 1191A)	Guide.	Humorous Contest Tiebreaking Judge's Guide and Ballot (Digital) includes forms used by Humorous Contest judges when there is a tie.	Not translated	Humorous Contest Tiebreaking Judge's Guide and Ballot (Artikel 1191A, nur Englisch)



English (United States)	Type	Description	Translation status	DE
Humorous Speech Contest Kit (Item 1169H)	Kit	Supplies for conducting a Humorous Speech Contest. Contains enough materials for five contestants and ten judges.	Not translated.	Humorous Speech Contest Kit (Artikel 1169H, nur Englisch)
Humorous Contest Judge's Guide and Ballot (Item 1191)	Guide.	Humorous Contest Judge's Guide and Ballot (Digital) includes forms used by Humorous Contest judges.	Not translated	Humorous Contest Judge's Guide and Ballot (Artikel 1191, nur Englisch)
Humorously Speaking (Item 226O)	Manual.	Every speaker benefits from using humor. Learn how to begin a speech with a humorous story to get listeners' attention, end a speech with a humorous story, use humorous stories and anecdotes throughout... Part of the Advanced Communication Series. Old education program.	Available in AR, CS, CT, DE, FR, JP, SP.	Humorvolle Reden halten (Artikel DE226O)
Icebreaker Project Completion Request (Item 8953)	Form.	The "Ice Breaker" Completion form is designed to help clubs give Ice Breaker project credit in Pathways.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	"Eisbrecher" Projektabschlussantrag (Artikel DE8953)
Impromptu Speaking (Item 273)	Manual.	Part of The Better Speaker Series. Don't be caught off balance when speaking off-the-cuff! Includes an outline and a PowerPoint presentation. Old education program.	Available in FR only.	Impromptu Speaking (Artikel 273, nur Englisch)
Improving Your Management Skills (Item 259)	Manual.	Part of the Success Leadership Series. This workshop will give participants the knowledge and skills they need to be more effective managers.	Not translated.	Improving Your Management Skills (Artikel 259, nur Englisch)
International Speech Contest Kit (Item 1169)	Kit	Supplies for conducting a International Speech Contest. Contains enough materials for five contestants and ten judges.	Not translated.	International Speech Contest Kit (Artikel 1169, nur Englisch)
International Speech Contest Judge's Guide and Ballot (Item 1172)	Guide.	International Speech Contest Judge's Guide and Ballot (Digital) includes a chart for contest judges and any speech evaluator, suggesting relative point values for speaking skills.	Not translated.	International Speech Contest Judge's Guide and Ballot (Artikel 1172, nur Englisch)
Interpersonal Communication (Item 226M)	Manual.	Advanced communication manual. Old education program.	Available in FR only.	Interpersonal Communication (Artikel 226M, nur Englisch)
Interpersonal Communication Brochure (Item 700)	Brochure	This brochure describes workshop highlights and briefly explains the materials and benefits of the Interpersonal Communication teaching tool.	Not translated	Interpersonal Communication Brochure (Artikel 700, nur Englisch)
Interpersonal Communication Kit (Item 701)	Kit	Interpersonal Communication is a Toastmasters youth communication module.	Not translated	Interpersonal Communication Kit (Artikel 701, nur Englisch)
Interpretive Reading (Item 226L)	Manual.	Advanced communication manual. Old education program.	Not translated.	Interpretive Reading (Artikel 226L, nur Englisch)
Keeping an Open Mind (Item 616)	Manual.	This training activity helps participants identify the value of multiple perspectives and demonstrates that open-mindedness to new perspectives encourages growth.	Not translated.	Keeping an Open Mind (Artikel 616, nur Englisch)

English (United States)	Type	Description	Translation status	DE
Keeping the Commitment (Item 297)	Manual.	Part of The Successful Club Series. Discusses the 10 standards that comprise "A Toastmasters Promise." Includes 25 promise cards, outline and a PowerPoint presentation. Old education program.	Not translated.	Keeping the Commitment (Artikel 297, nur Englisch)
Know Your Audience (Item 275)	Manual.	Part of The Better Speaker Series. If you can relate to your audience, they will relate to you. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Know Your Audience (Artikel 275, nur Englisch)
Leadership Excellence Series (Item 310)	Kit	The Leadership Excellence Series helps members learn the skills they will need to be successful leaders inside and outside Toastmasters. Old education program.	Not translated.	Leadership Excellence Series (Artikel 310, nur Englisch)
Leadership, Part II: Developing Your Leadership Skills (Item 256)	Manual.	Part of Success Leadership Series. Old education program.	Available in FR only.	Leadership, Part II: Developing Your Leadership Skills (Artikel 256, nur Englisch)
Leadership, Part III: Working in the Team Environment (Item 258)	Manual.	Part of Success Leadership Series. Old education program.	Not translated.	Leadership, Part III: Working in the Team Environment (Artikel 258, nur Englisch)
Leadership, Part I: Characteristics of Effective Leaders (Item 255)	Manual.	Part of Success Leadership Series. Old education program.	Not translated.	Managing District Finances (Artikel 1307, nur Englisch)
Leading the Club to Success (Item 1313)	Manual.	Club officer training. This training teaches club officers motivation, delegation, coaching and SMART goal setting, as well as guiding them through the creation of the Club Success Plan.	Not translated.	Marshmallow Challenge (Artikel 611, nur Englisch)
Lego Man (Item 612)	Manual.	This training activity teaches teams the importance of planning prior to acting when working to accomplish goals.	Not translated.	Master Your Meetings (Artikel 1312, nur Englisch)
Let the World Know Publicity and Promotion Handbook (Item 1140)	Manual.	This manual offers practical ideas and advice for reaching large numbers of people with information about your club and the benefits it offers them.	Not translated.	Meeting Roles and Responsibilities (Artikel 295, nur Englisch)
Managing District Finances (Item 1307)	Manual.	An easy-to-use- guide on district finances.	Not translated.	Member Achievement Record (Artikel 1328, nur Englisch)
Marshmallow Challenge (Item 611)	Manual.	This training activity provides a team building opportunity in which participants engage in friendly competition to accomplish their task.	Not translated.	Member Interest Survey (Artikel 403, nur Englisch)
Master Your Meetings (Item 1312)	Manual.	This handbook provides the information you need to conduct dynamic and effective club meetings.	Not translated.	Master Your Meetings (Artikel 1312, nur Englisch)
Meeting Roles and Responsibilities (Item 295)	Manual.	Part of The Successful Club Series. Does your club involve everyone at every meeting? Includes an outline and a PowerPoint presentation.	Not translated.	Meeting Roles and Responsibilities (Artikel 295, nur Englisch)
Member Achievement Record (Item 1328)	Form.	Member Achievement Record Use this form to track your progress in Toastmasters' educational programs.	Not translated.	Member Achievement Record (Artikel 1328, nur Englisch)
Member Interest Survey (Item 403)	Form.	These forms can be used to help plan club programs around needs and interests as well as help members communicate their objectives and goals.	Not translated.	Member Interest Survey (Artikel 403, nur Englisch)

<b>English (United States)</b>	<b>Type</b>	<b>Description</b>	<b>Translation status</b>	<b>DE</b>
Membership Application - Clubs not within districts (Item 400U)	Form.	Old membership application form	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Mitgliedsantrag - Clubs nicht in Distrikten (Artikel DE400U)
Membership Application - Clubs within districts (Item 400)	Form.	Old membership application form	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Mitgliedsantrag - Clubs in Distrikten (Artikel DE400)
Membership Application (Item 800)	Form.	New membership application form, including Pathways information	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Mitgliedsantrag (Artikel DE800)
Membership Growth (Item 1159)	Manual.	This manual offers tips for finding new members and convincing them to join your club.	Not translated.	Membership Growth (Artikel 1159, nur Englisch)
Mentoring (Item 296)	Manual.	A mentor program offers many benefits for your club and its members. This presentation defines mentoring, explains benefits and discusses responsibilities of mentors. Old education program.	Not translated.	Mentoring (Artikel 296, nur Englisch)
Moments of Truth (Item 290)	Manual.	Part of The Successful Club Series, Moments of Truth outlines how to create a positive first impression of your club, and recognize and deal with situations critical to club success.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Schlüsselmomente (Artikel DE290)
Motivating People (Item 319)	Manual.	This module examines how to be sensitive to your team members' needs and create an environment that will motivate them. Includes a script and a PowerPoint presentation. Old education program.	Available in FR only.	Motivating People (Artikel 319, nur Englisch)
D1 Accessing Your Path	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
D2 Launching a Project	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
D3 Completing the Assess Your Skills Activity	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
D4 Printing a Project and Resource	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
E1 Completing a Project	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
F1 Selecting and Completing Elective Projects	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
H1 Accessing the Pathways Mentor Program	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
I1 Updating Your Base Camp Profile	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
I2 Tracking Your Meeting Roles	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
I3 Viewing Another Club Member's Profile	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
J1 Scheduling a Speech Outside Your Club	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
J2 Completing a Speech Outside Your Club	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated

English (United States)	Type	Description	Translation status	DE
K1 Searching and Browsing on Base Camp	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
M1 Requesting Feedback	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
M2 Responding to Feedback Requests	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
M3 Providing Feedback and Awarding Badges	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
M4 Viewing Badges	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
O1 Completing a Level	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
O2 Accessing Certificates	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
P1 Saving Documents in Your E-Portfolio	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
P2 Accessing Speech Evaluation Resources	Pathways Navigating Base Camp tutorial.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	not yet translated
New Club Mentoring Matters (Item 218)	Manual.	Give club mentors the knowledge to provide a strong foundation for new clubs.	Not translated.	New Club Mentoring Matters (Artikel 218, nur Englisch)
New Member Profile Sheet (Item 405)	Form.	An interview form for each new member to fill out, to determine his or her goals and how to meet them.	Not translated.	New Member Profile Sheet (Artikel 405, nur Englisch)
Notification of Contest Winner (Item 1182)	Form.	Form to be completed and sent to chairman of the next level of contest, stating winner and alternate of your contest. May be used for any contest.	Not translated.	Notification of Contest Winner (Artikel 1182, nur Englisch)
Organizing Your Speech (Item 276)	Manual.	Part of The Better Speaker Series. Once you know what to say, consider next the when and the how. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Organizing Your Speech (Artikel 276, nur Englisch)
Outstanding Toastmaster Guidelines (Item 1113)	Form.	This form contains a suggested point system your club can use in selecting its Outstanding Toastmaster or Toastmaster of the Year.	Not translated.	Outstanding Toastmaster Guidelines (Artikel 1113, nur Englisch)
Parliamentary Procedure in Action (Item 237)	Manual.	Part of the Success Leadership Series. Designed to provide Toastmasters with the basic skills to effectively lead and participate in parliamentary discussion. The materials include a script to teach parliamentary procedure in five 15-minute sessions to any number of people.	Not translated.	Parliamentary Procedure in Action (Artikel 237, nur Englisch)
Pathways Generic Evaluation Form (Item 8053)	FAQ sheet.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Pathways Bewertungsformular (Artikel DE8053)
Pathways Level Completion Verification (Item 8950)	Form.	Fill out this form to verify that you have completed a level on your path.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Pathways Abschlussbestätigung für die Stufe (Artikel DE8950)
Pathways Mentor Program Completion Form (Item 8951)	FAQ sheet.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Pathways-Mentorenprogramm-Abschlussformular (Artikel DE8951)

<b>English (United States)</b>	<b>Type</b>	<b>Description</b>	<b>Translation status</b>	<b>DE</b>
Pathways Path Order Form (Item 8952)	Form.	Complete this form to begin receiving your Pathways printed materials.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Pathways Lernpfad Bestellformular (Artikel DE8952)
Personally Speaking (Item B63)	Book	Contains thoughts and insights on speaking, evaluating, parliamentary procedure, Club programs and many other aspects of communication.	Not translated	Personally Speaking (Artikel B63, nur Englisch)
Preparation and Practice (Item 278)	Manual.	Part of The Better Speaker Series. Techniques for preparing and rehearsing your next speech. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Preparation and Practice (Artikel 278, nur Englisch)
Presenting the Communication Achievement Award (Item 1972A)	Guide.	The Toastmasters' Communication Achievement Award is your club's opportunity to honor someone outside your club - a distinguished individual in the fields of communication or leadership.	Not translated.	Presenting the Communication Achievement Award (Artikel 1972A, nur Englisch)
President (Item 1313B)	Manual.	Club officer training. This facilitator guide must be used as the core training of every district's training presentations for club officers.	Not translated.	President (Artikel 1313B, nur Englisch)
Prospective Member Flier (Item VBP006)	Flier.	Use this flier to help promote your club meetings.	Not translated.	Prospective Member Flier (Artikel VBP006, nur Englisch)
Public Relations (Item 226C)	Manual.	Advanced communication manual. Old education program.	Not translated.	Public Relations (Artikel 226C, nur Englisch)
Persuasive Speaking (Item 226I)	Manual.	Advanced communication manual. Old education program.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Überzeugend reden (Artikel DE226I)
Put on a Good Show: Meeting Planner Handbook (Item 220)	Manual.	A comprehensive guide to planning, organizing and on-site coordination of training programs, major conferences, banquets and speech contests.	Not translated.	Put on a Good Show: Meeting Planner Handbook (Artikel 220, nur Englisch)
Resolving Conflict (Item 321)	Manual.	Part of The Leadership Excellence Series. This module provides concepts that will help the presenter and the participants learn conflict resolution skills. Old education program.	Not translated.	Resolving Conflict (Artikel 321, nur Englisch)
Secretary (Item 1313F)	Manual.	Club officer training. This facilitator guide must be used as the core training of every district's training presentations for club officers.	Not translated.	Secretary (Artikel 1313F, nur Englisch)
Selecting Your Topic (Item 274)	Manual.	Part of The Better Speaker Series. Running out of speech ideas? Here's how to develop new ones. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Selecting Your Topic (Artikel 274, nur Englisch)
Sergeant at Arms (Item 1313H)	Manual.	Club officer training. This facilitator guide must be used as the core training of every district's training presentations for club officers.	Not translated.	Sergeant at Arms (Artikel 1313H, nur Englisch)

English (United States)	Type	Description	Translation status	DE
Service and Leadership (Item 320)	Manual.	Part of The Leadership Excellence Series. This module provides the overall concepts of the service leadership philosophy. Includes a script and a PowerPoint presentation. Old education program.	Not translated.	Service and Leadership (Artikel 320, nur Englisch)
Serving Clubs through Visits (Item 219)	Manual.	Serving Clubs through Visits: A Guide For Area Directors.	Not translated.	Serving Clubs through Visits (Artikel 219, nur Englisch)
Six Thinking Hats (Item 621A)	Manual.	This training activity helps team members recognize the value of different perspectives by challenging them to view a situation through six different vantage points.	Not translated.	Six Thinking Hats (Artikel 621A, nur Englisch)
Speaker's Certification of Eligibility and Originality (Item 1183)	Form.	Form for all speech contest participants to certify eligibility and originality. May be used for any speech contest.	Not translated.	Speaker's Certification of Eligibility and Originality (Artikel 1183, nur Englisch)
Speaking to Inform (Item 226B)	Manual.	Advanced communication manual. Old education program.	Available in AR, CS, CT, DE, FR, JP, SP.	Reden, um zu informieren (Artikel DE226B)
Special Occasion Speeches (Item 226N)	Manual.	Advanced communication manual. Old education program.	Not translated.	Special Occasion Speeches (Artikel 226N, nur Englisch)
Specialty Speeches (Item 226E)	Manual.	Advanced communication manual. Old education program.	Not translated.	Specialty Speeches (Artikel 226E, nur Englisch)
Speech Contestant Biographical Information Sheet (Item 1189)	Form.	Form for all speech contest participants to give their biographical information. May be used for any speech contest.	Not translated.	Speech Contestant Biographical Information Sheet (Artikel 1189, nur Englisch)
Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)	Guide.	Explains the timing procedure and includes a chart for speech contest timers to complete.	Not translated.	Speech Contest Time Record Sheet and Instructions for Timers (Artikel 1175, nur Englisch)
Speech Contest Certificate 1st Place (Item 510A)	Certificate.		Available in FR and SP only	Speech Contest Certificate 1st Place (Artikel 510A, nur Englisch)
Speech Contest Certificate 2nd Place (Item 510B)	Certificate.		Available in FR and SP only	Speech Contest Certificate 2nd Place (Artikel 510B, nur Englisch)
Speech Contest Certificate 3rd Place (Item 510C)	Certificate.		Available in FR and SP only	Speech Contest Certificate 3rd Place (Artikel 510C, nur Englisch)
Speech Contest Certificate Participation (Item 510D)	Certificate.		Available in FR and SP only	Speech Contest Certificate Participation (Artikel 510D, nur Englisch)
Speech Contest Certificate Set (Item 510K)	Certificate.	For presentation to the winners and participants of club, area, division, district and regional contests.	Available in FR and SP only	Speech Contest Certificate Set (Artikel 510K, nur Englisch)
Speech Contest Judges Training (Item 1190A)	Manual.	The Speech Contest Judges Training guide helps define and refine a Toastmaster's speech contest judging skills.	Not translated.	Speech Contest Judges Training (Artikel 1190A, nur Englisch)
Speech Contest Rulebook (Item 1171)	Manual	The Speech Contest Rulebook features speech contest rules for the International, Evaluation, Humorous, Table Topics, Tall Tales and Taped Speech Contests.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Regelwerk Redewettbewerb (Artikel DE1171)
Speech Contestant Profile (Item 1189)	Form.	Form for all speech contest participants to give their biographical information. May be used for any speech contest.	Not translated.	Speech Contestant Profile (Artikel 1189, nur Englisch)
Speech Evaluation Forms (Item 251D)	Form.		Available in FR only.	Speech Evaluation Forms (Artikel 251D, nur Englisch)

English (United States)	Type	Description	Translation status	DE
Speechcraft Coordinator's Guide (Item 204)	Manual.	Part of Speechcraft within the Success Communication Series. Guide for the coordinator to use in the Speechcraft workshop.	Not translated	Speechcraft Coordinator's Guide (Artikel 204, nur Englisch)
Speechcraft Promotional Kit (Item 203)	Guide.	Part of Speechcraft within the Success Communication Series. Helps to sell your club on the idea of presenting Speechcraft and explains benefits to potential participants.	Not translated	Speechcraft Promotional Kit (Artikel 203, nur Englisch)
Speechcraft: An Opportunity to Succeed (Item 207)	Brochure.	Part of Speechcraft within the Success Communication Series. Brochure explaining benefits of the Speechcraft workshop.	Not translated	Speechcraft: An Opportunity to Succeed (Artikel 207, nur Englisch)
Speeches by Management (Item 226F)	Manual.	Advanced communication manual. Old education program.	Not translated.	Speeches by Management (Artikel 226F, nur Englisch)
Storytelling (Item 226K)	Manual.	Advanced communication manual. Old education program.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	Geschichten erzählen (Artikel DE226K)
Success 101 (Item 1622)	Brochure.	A useful brochure outlining ideas for attracting and retaining members and achieving club success. Quantities are limited to three per club.	Not translated	Success 101 (Artikel 1622, nur Englisch)
Successful Club Series (Item 289)	Kit	Modules in this series address the quality of club meetings and offer tips on attracting and maintaining members. A complete set of The Successful Club Series modules, including outlines and PowerPoint presentations. Old education program.	Not translated.	Successful Club Series (Artikel 289, nur Englisch)
Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A)	Guide.	Table Topics™ Contest Tiebreaking Judge's Guide and Ballot includes forms used by Table Topics™ Contest judges when there is a tie.	Not translated	Table Topics Contest Tiebreaking Judge's Guide and Ballot (Artikel 1180A, nur Englisch)
Table Topics Speech Contest Kit (Item 1169TBL)	Kit	Supplies for conducting a Table Topics™ Contest. Contains enough materials for five contestants and ten judges.	Not translated.	Table Topics Speech Contest Kit (Artikel 1169TBL, nur Englisch)
Table Topics Contest Judge's Guide and Ballot (Item 1180)	Guide.	Table Topics™ Contest Judge's Guide and Ballot includes a chart suggesting relative point values for Table Topics™ skills.	Not translated.	Table Topics Contest Judge's Guide and Ballot (Artikel 1180, nur Englisch)
Tall Tales Speech Contest Kit (Item 1169TT)	Kit	Supplies for conducting a Tall Tales Contest. Contains enough materials for five contestants and ten judges.	Not translated.	Tall Tales Speech Contest Kit (Artikel 1169TT, nur Englisch)
Tall Tales Contest Judge's Guide and Ballot (Item 1181)	Guide.	Tall Tales Contest Judge's Guide and Ballot includes a chart suggesting relative point values for tall tales skills.	Not translated.	Tall Tales Contest Judge's Guide and Ballot (Artikel 1181, nur Englisch)
Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A)	Guide.	Not translated. Tall Tales Contest Tiebreaking Judge's Guide And Ballot includes forms used by Tall Tales Contest judges when there is a tie.	Not translated.	Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Artikel 1181A, nur Englisch)
Technical Presentations (Item 226H)	Manual.	Advanced communication manual. Old Education program.	Not translated.	Technical Presentations (Artikel 226H, nur Englisch)

<b>English (United States)</b>	<b>Type</b>	<b>Description</b>	<b>Translation status</b>	<b>DE</b>
The Art of Effective Evaluation (Item 251)	Manual.		Available in FR only.	The Art of Effective Evaluation (Artikel 251, nur Englisch)
The Benefits of Toastmasters Membership (Item 354INDV)	Flier.	Flier detailing the benefits of Toastmasters membership. Can be used as a handout for membership-building campaigns.	Not translated.	The Benefits of Toastmasters Membership (Artikel 354INDV, nur Englisch)
The Better Speaker Series Set (Item 269)	Kit	The Better Speaker Series modules are designed as 10-15 minute educational speeches to be given in your club. They give practical tips that can be of benefit to all members. Old education program.	Not translated.	The Better Speaker Series Set (Artikel 269, nur Englisch)
The Entertaining Speaker (Item 226A)	Manual.	Advanced communication manual. Old education program.	Available in AR, CS, CT, DE, FR, JP, SP.	Der unterhaltsame Redner (Artikel DE226A)
The First Class Club Coach (Item 218)	Manual.	A comprehensive guide for preparing and presenting an effective training session for club coaches.	Not translated.	The First Class Club Coach (Artikel 218, nur Englisch)
The Great Peacemaker (Item B57)	Book	A biography of General Henry M. Robert, originator of Robert's Rules of Order.	Not translated	The Great Peacemaker (Artikel B57, nur Englisch)
The Leader as a Coach (Item 318)	Manual.	Part of The Leadership Excellence Series. This module discusses how to work with a team to help them improve. Includes a script and a PowerPoint presentation. Old education program.	Not translated.	The Leader as a Coach (Artikel 318, nur Englisch)
The Navigator (Item 8722)	Manual.	The Pathways guide.	Available in AR, CS, CT, DE, FR, JP, PT, SP.	The Navigator - Wegweiser durch Pathways (Artikel DE8722)
The Professional Speaker (Item 226G)	Manual.	Advanced communication manual. Old education program.	Available in AR, CS, CT, DE, FR, JP, SP.	Der professionelle Redner (Artikel DE226G)
The Standard Agenda (Item 614A)	Manual.	This training activity provides participants with a formal decision-making process to use in group situations.	Not translated.	The Standard Agenda (Artikel 614A, nur Englisch)
The Story of Toastmasters (Item B1)	Book	A history of the founding and formative years of Toastmasters International, written by the organization's founder.	Not translated	The Story of Toastmasters (Artikel B1, nur Englisch)
The Story of Toastmasters Vol. II (Item B2)	Book	Volume II of The Story of Toastmasters recounts the history of the organization from 1960 to 1998. Discusses growth, leaders and the evolution of the educational system.	Not translated	The Story of Toastmasters Vol. II (Artikel B2, nur Englisch)
The Toastmasters Educational Program (Item 300)	Manual.	This module provides a terrific education program orientation. The information is valuable to new and experienced members. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	The Toastmasters Educational Program (Artikel 300, nur Englisch)
The Visionary Leader (Item 311)	Manual.	Part of The Leadership Excellence Series. Discusses how leaders create and communicate a vision for their organization to help it be successful. Includes a script and a PowerPoint presentation. Old education program.	Not translated.	The Visionary Leader (Artikel 311, nur Englisch)



English (United States)	Type	Description	Translation status	DE
Tiebreaking Judge's Guide and Ballot (Item 1188)	Guide.	Tiebreaking Judge's Guide and Ballot includes a ballot to be used by judges for the International Speech Contest in the event of a tie.	Not translated.	Tiebreaking Judge's Guide and Ballot (Artikel 1188, nur Englisch)
Toastmasters Bingo (Item 622A)	Manual.	This is a great ice breaker activity used to encourage participants to meet, connect and build stronger relationships with peers.	Not translated.	Toastmasters Bingo (Artikel 622A, nur Englisch)
Toastmasters Recognition (Item 1212)	Chart.		Not translated.	Toastmasters Recognition (Artikel 1212, nur Englisch)
Training Club Leaders (Item 217)	Manual.	Guide for planning and presenting club officer training.	Not translated.	Training Club Leaders (Artikel 217, nur Englisch)
Treasurer (Item 1313G)	Manual.	Club officer training. This facilitator guide must be used as the core training of every district's training presentations for club officers.	Not translated.	Treasurer (Artikel 1313G, nur Englisch)
Uncover Your Leadership Potential (Item 130)	Brochure		Available in PT only	Uncover Your Leadership Potential (Artikel 130, nur Englisch)
Unique and Shared Traits (Item 617A)	Manual.	This training activity challenges participants to identify specific traits in themselves and in others to develop connections and relationships that they may build upon throughout the year.	Not translated.	Unique and Shared Traits (Artikel 617A, nur Englisch)
Using Body Language (Item 279)	Manual.	Part of The Better Speaker Series. Techniques that will help speakers add impact and reduce distractions through appropriate body language. Includes an outline and a PowerPoint presentation. Old education program.	Not translated.	Using Body Language (Artikel 279, nur Englisch)
Values and Leadership (Item 313)	Manual.	Part of The Leadership Excellence Series. Examines values and how to employ them as you lead a team toward achieving a goal. Includes a script and a PowerPoint presentation. Old education program.	Not translated.	Values and Leadership (Artikel 313, nur Englisch)
Vice President Education (Item 1313C)	Manual.	Club officer training. This facilitator guide must be used as the core training of every district's training presentations for club officers.	Not translated.	Vice President Education (Artikel 1313C, nur Englisch)
Vice President Membership (Item 1313D)	Manual.	Club officer training. This facilitator guide must be used as the core training of every district's training presentations for club officers.	Not translated.	Vice President Membership (Artikel 1313D, nur Englisch)
Vice President Public Relations (Item 1313E)	Manual.	Club officer training. This facilitator guide must be used as the core training of every district's training presentations for club officers.	Not translated.	Vice President Public Relations (Artikel 1313E, nur Englisch)
Video Speech Contest Entry Form (Item 1178)	Form.	Entry form for members of undistricted clubs who wish to participate in the Video Speech Contest.	Not translated.	Video Speech Contest Entry Form (Artikel 1178, nur Englisch)
Welcome to Toastmasters Letter (Item 1206)	Letter.		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Willkommen bei Toastmasters (Artikel DE1206)

<b>English (United States)</b>	<b>Type</b>	<b>Description</b>	<b>Translation status</b>	<b>DE</b>
Your Speaking Voice (Item 199)	Manual.	Tips for adding strength and authority to your speaking voice. Old education program.	Available in AR, CS, CT, DE, FR, JP, SP.	Ihre Redestimme (Artikel DE199)
Youth Leadership Information Brochure (Item 801)	Brochure	Explains how to start a Youth Leadership workshop, and the benefits to your club and community.	Not translated	Youth Leadership Information Brochure (Artikel 801, nur Englisch)
Youth Leadership Kit (Item 811)	Kit	Packet for a Youth Leadership workshop containing materials for 5 students.	Not translated	Youth Leadership Kit (Artikel 811, nur Englisch)
Fundamentals of Public Speaking (Item 8955)	Manual		Available in AR, CS, CT, DE, FR, JP, PT, SP.	Grundlagen des Öffentlichen Redens (Artikel DE8955)

Source - English (United States)	DE
Toastmasters Pathways	Toastmasters Pathways
For the following series of questions, select the best answer for each question. Questions will continue to reappear until you answer them correctly.	Wählen Sie für jede der folgenden Fragen die jeweils beste Antwort aus. Die Fragen erscheinen so lange wieder, bis Sie sie richtig beantwortet haben.
Not quite.	Nicht ganz.
Select the X button to close this window and move on to the next question.	Klicken Sie auf X, um dieses Fenster zu schließen und zur nächsten Frage weiterzugehen.
This question will repeat after all others are answered.	Diese Frage wird wiederholt, nachdem alle anderen beantwortet wurden.
Correct!	Richtig!
Print My project	Mein Projekt ausdrucken
Navigation	Navigation
Review this screen to learn how to navigate each project.	Sehen Sie sich diesen Bildschirm an, um die Navigation durch jedes Projekt zu erlernen.
Complete this assessment before you begin your assignment.	Schließen Sie diese Einschätzung ab, bevor Sie mit Ihrer Aufgabe beginnen.
Video Navigation	Video-Navigation
Review this screen to learn how to interact with videos.	Sehen Sie sich diesen Bildschirm an, um die Interaktion mit Videos zu erlernen.
You have correctly answered all the questions in this quiz.	Sie haben alle Fragen in diesem Quiz richtig beantwortet.
You will see this again.	Sie werden dies erneut sehen.
Your speech can be persuasive, humorous, informational, or crafted in any style that appeals to you and supports your speech content.	Ihre Rede kann überzeugend, humorvoll, informativ oder in jedem Stil verfasst sein, der Ihnen zusagt und den Inhalt Ihrer Rede unterstützt.
This speech is not a report on the content of this project.	Diese Rede ist kein Bericht über den Inhalt dieses Projekts.
There are two rows of buttons.	Es gibt zwei Reihen von Schaltflächen.
As you click each button, more information will be revealed in the panel on the right.	Wenn Sie auf eine Schaltfläche klicken, werden im Feld rechts weitere Informationen sichtbar gemacht.
This course can only be viewed in landscape mode.	Dieser Kurs kann nur im Querformat angesehen werden.
Introduction	Einführung
Your Assignment	Ihre Aufgabe
Assess Your Skills—Before	Schätzen Sie Ihre Fähigkeiten ein – vorher
Competencies	Kompetenzen
Review and Apply	Überdenken und Anwenden
Complete Your Assignment	Schließen Sie Ihre Aufgabe ab
Your Evaluation	Ihre Bewertung
Assess Your Skills—After	Schätzen Sie Ihre Fähigkeiten ein – hinterher
Select to move to another section:	Wählen Sie, um zu einem anderen Abschnitt zu gelangen:
For all assignment details and requirements, review the Project Checklist.	Alle Details und Anforderungen der Aufgabe sehen Sie in der Projekt-Checkliste.
Project Checklist	Projekt-Checkliste
SUBMIT	ABSENDEN
BEFORE	VORHER
AFTER	NACHHER
STATEMENT	AUSSAGE
Feedback	Feedback
BACK	ZURÜCK
NEXT	WEITER
Evaluate your current skill level by rating each statement.	Bewerten Sie den aktuellen Stand Ihrer Fähigkeiten, indem Sie Punkte für jede Aussage vergeben.
Select the appropriate number based on your skills today:	Wählen Sie die passende Punktzahl zum heutigen Stand Ihrer Fähigkeiten aus:
Developing	Ausbaufähig
Emerging	Sich entwickelnd
Accomplished	Versiert
Excel	Ausgezeichnet
Exemplary	Vorbildlich
Select Submit when you are finished.	Klicken Sie auf "Absenden", wenn Sie fertig sind.
You've successfully submitted your responses.	Sie haben Ihre Antworten erfolgreich abgesendet.
After you've completed this entire project, repeat this assessment tool to measure your skill level.	Nachdem Sie das gesamte Projekt abgeschlossen haben, wiederholen Sie diese Einschätzung, um den Stand Ihrer Fähigkeiten zu messen.
This is an important part of your experience, and will help to prepare you for the "Reflect on Your Path" project.	Dies ist ein wichtiger Teil Ihrer Erfahrung und hilft Ihnen dabei, sich auf das Projekt „Den gewählten Lernpfad reflektieren“ vorzubereiten.
Select the forward arrow to continue.	Klicken Sie zum Fortfahren auf den Vorwärtspfeil.
Select the red arrows to reveal more information.	Klicken Sie die roten Pfeile an, um weitere Informationen sichtbar zu machen.
I recognize how this project applies to my life outside of Toastmasters.	Ich erkenne, wie sich das Projekt außerhalb von Toastmasters in meinem Leben auswirkt.
The following is a list of competencies that you will learn and practice in this project.	Im Folgenden sehen Sie eine Liste von Kompetenzen, die Sie in diesem Projekt erlernen und einüben werden.
Use the Back and Next buttons below the image to view each slide in this slideshow.	Verwenden Sie die Schaltflächen "Zurück" und "Weiter" unter dem Bild, um jede Folie in der Präsentation anzuzeigen.
Before you complete the assignment, take a moment to read through the questions on the screen.	Bevor Sie diese Aufgabe abschließen, nehmen Sie sich einen Moment, um die Fragen auf dem Bildschirm zu lesen.
If you are not able to answer them comfortably, review the project.	Sollten Sie sie nicht mit Leichtigkeit beantworten können, überdenken Sie das Projekt erneut.
More	Mehr
Select the More button to reveal more information.	Klicken Sie auf die Schaltfläche "Mehr", um weitere Informationen sichtbar zu machen.
Now that you have read through the project, plan and prepare your speech or report.	Jetzt, da Sie das Projekt durchgelesen haben, sollten Sie Ihre Rede oder Ihren Bericht planen und vorbereiten.
Review: Use the menu screen at the bottom of the page to return to the "Your Assignment" screen and review your assignment.	Überarbeitung: Verwenden Sie das Menü unten auf der Seite und wählen „Ihre Aufgabe“ aus, um Ihre Aufgabe für dieses Projekt zu überarbeiten.
Organize: Select the Project Checklist on the left side of this screen.	Planen: Wählen Sie die Projekt-Checkliste auf der linken Seite des Bildschirms aus.
Schedule: Work with the vice president education to schedule your speech.	Terminieren: Arbeiten Sie mit dem Vizepräsident Weiterbildung zusammen, um einen Termin für Ihre Rede festzulegen.
Prepare: Prepare for your evaluation.	Vorbereiten: Bereiten Sie sich auf Ihre Bewertung vor.
Go to the "Your Evaluation" screen and review the evaluation criteria.	Gehen Sie zum Bildschirm „Ihre Bewertung“ und lesen Sie die Bewertungskriterien.
Print or send the evaluation resource to your evaluator.	Drucken Sie die Bewertungshilfe aus oder senden Sie sie an Ihren Bewerter.
FALSE	falsch
TRUE	wahrlich
Complete this assessment after you finish your assignment.	Schließen Sie diese Einschätzung ab, nachdem Sie Ihre Aufgabe ausgeführt haben.
Compare your initial answers to your new skill level.	Vergleichen Sie Ihre anfänglichen Antworten mit Ihrem neuen Fähigkeitsniveau.
Scroll down to view all statements.	Scrollen Sie herunter, um alle Aussagen zu sehen.
Select each tab to reveal more information.	Klicken Sie auf jeden Reiter, um weitere Informationen sichtbar zu machen.
Select the tabs above to review the criteria for the evaluation in this project.	Wählen Sie die Reiter oben aus, um die Kriterien für die Bewertung in diesem Projekt zu sehen.
Your evaluator will use the following scale:	Ihr Bewerter nutzt die folgende Skala:
After your speech, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.	Loggen Sie sich nach Ihrer Rede ein, um den zweiten Teil Ihrer Selbsteinschätzung auf dem Bildschirm „Schätzen Sie Ihre Fähigkeiten ein – hinterher“ durchzuführen.
Is an exemplary public speaker who is always understood	Ist ein vorbildlicher Redner, der immer zu verstehen ist
Uses the tools of tone, speed, and volume to perfection	Setzt die Mittel Ton, Tempo und Lautstärke mustergetreu ein
Uses eye contact to convey emotion and elicit response	Setzt Blickkontakt ein, um Emotionen zu vermitteln und Reaktionen hervorzurufen
Fully integrates physical gestures with content to deliver an exemplary speech	Kombiniert durchgängig Körpersprache mit Inhalten, um eine vorbildliche Rede zu halten
Engages audience completely and anticipates audience needs	Bezieht das Publikum vollständig ein und sieht die Bedürfnisse des Publikums voraus
Appears completely self-assured with the audience	Scheint sich im Umgang mit dem Publikum völlig selbstsicher zu fühlen
Fully engages audience with exemplary, well-constructed content	Hält das Publikum durchgängig mit vorbildlichen, gut gegliederten Inhalten interessiert
RESOURCES	MATERIALIEN
Excels at communicating using the spoken word	Ausgezeichneter Einsatz von mündlicher Kommunikation
Excels at using tone, speed, and volume as tools	Ausgezeichneter Einsatz von Ton, Tempo und Lautstärke als Hilfsmittel
Uses eye contact to gauge audience reaction and response	Setzt Blickkontakt ein, um die Publikumsreaktion einzuschätzen
Uses physical gestures as a tool to enhance speech	Setzt Körpersprache als Mittel ein, um die Rede zu unterstreichen
Is fully aware of audience engagement/needs and responds effectively	Ist sich der Beteiligung bzw. der Bedürfnisse des Publikums bewusst und reagiert wirkungsvoll.
Appears fully at ease with the audience	Scheint sich im Umgang mit dem Publikum vollständig wohlfühlen
Engages audience with highly compelling, well-constructed content	Hält das Publikum mit sehr überzeugenden, gut gegliederten Inhalten interessiert.
Spoken language is clear and is easily understood	Die gesprochene Sprache ist klar und leicht verständlich
Uses tone, speed, and volume as tools	Setzt Ton, Tempo und Lautstärke als Hilfsmittel ein
Effectively uses eye contact to engage audience	Setzt Blickkontakt effektiv ein, um das Publikum einzubeziehen
Uses physical gestures effectively	Setzt Körpersprache wirkungsvoll ein

Source - English (United States)	DE
Demonstrates awareness of audience engagement and needs	Zeigt Bewusstsein für die Interessen und Bedürfnisse des Publikums
Appears comfortable with the audience	Scheint sich im Umgang mit dem Publikum wohlfühlen
Engages audience with interesting, well-constructed content	Hält das Publikum mit interessanten, gut gegliederten Inhalten interessiert
Spoken language is somewhat unclear or challenging to understand	Die gesprochene Sprache ist etwas unklar oder schwierig zu verstehen
Use of tone, speed, and volume requires further practice	Der Einsatz von Ton, Tempo und Lautstärke erfordert weitere Übung
Eye contact with audience needs improvement	Der Blickkontakt mit dem Publikum ist verbesserungswürdig
Uses somewhat distracting or limited gestures	Setzt ablenkende oder eingeschränkte Gesten ein
Audience engagement or awareness of audience requires further practice	Einbeziehung der Zuhörer oder Bewusstsein für das Publikum erfordert weitere Übung
Appears uncomfortable with the audience	Scheint sich im Umgang mit dem Publikum nicht wohlfühlen
Content is interesting but not well-constructed or is well-constructed but not interesting	Inhalte sind interessant, jedoch nicht gut gegliedert, oder gut gegliedert, aber nicht interessant
Spoken language is unclear or not easily understood	Die gesprochene Sprache ist unklar oder nicht einfach zu verstehen
Ineffective use of tone, speed, and volume	Ineffektiver Einsatz von Ton, Tempo und Lautstärke
Makes little or no eye contact with audience	Stellt wenig oder keinen Blickkontakt mit dem Publikum her
Uses very distracting gestures or no gestures	Setzt sehr störende oder keine Gesten ein
Makes little or no attempt to engage audience or meet audience needs	Versucht kaum oder gar nicht das Publikum einzubeziehen oder die Bedürfnisse des Publikums zu erfüllen
Appears highly uncomfortable with the audience	Scheint sich im Umgang mit dem Publikum sehr unwohl zu fühlen
Content is neither interesting nor well-constructed	Inhalt ist weder interessant noch gut gegliedert
Congratulations!	Herzlichen Glückwunsch!
You have completed this project.	Sie haben dieses Projekt abgeschlossen.
You are now ready to advance to the next project on your path.	Sie sind jetzt bereit, auf Ihrem Lernpfad mit dem nächsten Projekt fortzufahren.
This project includes:	Dieses Projekt umfasst
Below are tasks you will need to complete for this project.	Im Folgenden sind die Aufgaben aufgeführt, die Sie für dieses Projekt abschließen müssen.
Please remember, your project is unique to you.	Bitte denken Sie daran: Ihr Projekt ist einzigartig für Sie.
Schedule your speech with the vice president education.	Vereinbaren Sie mit dem Vizepräsident Weiterbildung einen Termin für Ihre Rede.
Write your speech.	Schreiben Sie Ihre Rede.
Rehearse your speech.	Üben Sie Ihre Rede.
After you have completed all components of the assignment, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.	Nachdem Sie alle Komponenten dieser Aufgabe abgeschlossen haben, loggen Sie sich erneut ein, um den zweiten Teil Ihrer Selbsteinschätzung auf dem Bildschirm „Schätzen Sie Ihre Fähigkeiten ein – hinterher“ durchzuführen.
You may alter the following list to incorporate any other tasks necessary for your project.	Sie können die folgende Liste abändern, um andere Aufgaben zu berücksichtigen, die für Ihr Projekt notwendig sind.
Rev. X/2016 Item XXX	Rev. X/2016 Artikel DEXXX
project checklist – Xxxxxx	Projekt-Checkliste – Xxxxxx
Additional Notes	Weitere Anmerkungen
Present your speech at a club meeting.	Präsentieren Sie Ihre Rede bei einem Clubtreffen.
A 5- to 7-minute speech	Eine fünf- bis siebenminütige Rede
Select the gray arrows to move the tasks up or down.	Wählen Sie die grauen Pfeile, um die Aufgaben nach oben oder unten zu bewegen.
Project Completion Form	Projektabschlussformular
Time and Task Log	Zeit und Aufgaben"-Protokoll
Select the X button to close this window and try again.	Klicken Sie auf X, um dieses Fenster zu schließen und es erneut zu versuchen.
Great job!	Sehr gut!
Review the steps and add your own to organize and prepare your assignment.	Gehen Sie die Schritte durch und fügen Sie Ihre eigenen hinzu, um Ihren Auftrag zu gliedern und vorzubereiten.
Purpose	Sinn
Overview	Übersicht
Select each button to reveal more information.	Klicken Sie auf jede Schaltfläche, um weitere Informationen sichtbar zu machen.
<b>Print project segments</b>	
For all assignment details and requirements, review the Project Checklist on page 13.	Alle Details und Anforderungen der Aufgabe sehen Sie in der Projekt-Checkliste auf Seite 13.
Throughout this project you will see icons in the margins next to the text.	Im Laufe dieses Projekts sehen Sie Symbole im Rand neben dem Text.
These icons indicate additional resources available online.	Diese Symbole weisen auf zusätzliche Materialien hin, die online verfügbar sind.
Interactive Activity:	Interaktive Aktivität
Sign in to Base Camp to complete an interactive activity.	Melden Sie sich beim Base Camp an, um eine interaktive Aktivität abzuschließen.
Resource: Sign in to Base Camp to view this resource online.	Materialien: Melden Sie sich beim Base Camp an, um diese Materialien online zu sehen.
Video: Sign in to Base Camp to watch a video that supports this project.	Video: Melden Sie sich beim Base Camp an, um sich ein Video anzusehen, das dieses Projekt unterstützt.
Pre-Project	Vor dem Projekt
Post-Project	Nach dem Projekt
Review: Return to page 3 to review your assignment.	Überarbeitung: Kehren Sie zu Seite 3 zurück, um Ihre Aufgabe zu überarbeiten.
Organize: Use the Project Checklist on page 13 to review the steps and add your own.	Planen: Verwenden Sie die Projekt-Checkliste auf Seite 13, um die Schritte zu überarbeiten und Ihre eigenen hinzuzufügen.
Review the evaluation resources on pages 15-17 and share all resources with your evaluator before your speech.	Überarbeiten Sie die Bewertungsmaterialien auf den Seiten 15 bis 17 und geben Sie alle Materialien vor ihrer Rede an Ihren Bewerter weiter.
You may choose to share your evaluation resources online.	Sie können Ihre Bewertungsmaterialien online teilen.
Notes for the Evaluator	Hinweise für den Bewerter
General Comments	Allgemeine Anmerkungen
You excelled at:	Folgende Aspekte waren hervorragend:
You may want to work on:	Verbesserungswürdige Bereiche:
To challenge yourself:	Für die eigene Herausforderung:
In addition to your verbal evaluation, please complete this form.	Füllen Sie dieses Formular bitte zusätzlich zu Ihrer mündlichen Bewertung aus.
This criteria lists the specific goals and expectations for the speech.	Diese Kriterien führen die spezifischen Ziele und Erwartungen für diese Rede auf.
Please review each level to help you complete the evaluation.	Bitte überprüfen Sie jede Leistungsstufe, um die Bewertung abzuschließen.
Clarity	Klarheit
Vocal Variety	Stimmliche Vielfalt
Eye Contact	Blickkontakt
Gestures	Gesten
Audience Awareness	Bewusstsein für das Publikum
Comfort Level	Wohlbefinden
Interest	Interesse
Use this outline to help you organize the information you want to include in your speech.	Verwenden Sie dieses Arbeitsblatt, um die Informationen zu strukturieren, die Sie in Ihrer Rede verwenden möchten.