

Toastmasters is an excellent program. It's a great source of motivation.

Brenda Burrell
NRCC Toastmasters

I didn't realize how much Toastmasters care about people until I received my first evaluation.

Rick Barnish
Area Governor

As a lifelong student, I wanted to sharpen my personal communication skills.

Dr. Ronald Sollock
BUMED Toastmasters



PEOPLE ARE TALKING!

I feel so strongly about Toastmasters that anyone who reads this book, who joins Toastmasters for a year and doesn't feel that the experience was worthwhile, can write to me...and I will return your money.

Harvey Mackay

What are you doing to get all of your people talking? Encourage your people to join Toastmasters to gain confidence in their ability to express themselves.

Terry Paulson
Speaker/Author

What do I like about Toastmasters meetings? The support! It's a safe haven, a giant cushion. Even when I fall, it's not hard to get up.

Robin Harrison
NRCC Toastmasters

Toastmasters do a fabulous job helping people shape up their communication skills. If you've got any questions about your speaking ability... think about joining Toastmasters."

Tom Peters
Speaker/Author



Toastmasters changes people for the better. More importantly, those people change all those around them. That's how we get to a better world.

Pauline Shirley
Past International President

The project that is keeping me busy right now is the project that motivated me to join Toastmasters. Thanks to Toastmasters, I am definitely feeling much more confident this year.

Maria Leland
Agrators Toastmasters



Brinker Toastmasters

meets every 2nd and 4th Saturday at 9:30 AM at the
Vienna Presbyterian Church - 124 Park St NE, Vienna, VA.

Website - <http://brinker.wordpress.com>

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Brinker Toastmasters

Working Together to Help Men and Women Become More Effective Listeners, Leaders, and Speakers

Thank you for visiting Brinker Toastmasters. We prepared this package to explain what will happen during our meeting today and to help you understand the benefits of joining Toastmasters.

What will you see at our meeting today?

- Prepared Presentations
- Oral Evaluations
- Table Topics--an exercise in impromptu speaking

We try to give every member an opportunity to speak at every meeting, so we have many helper roles to keep our meetings running smoothly. To learn more about the roles members perform at a Toastmaster meeting, please turn to the page titled Meeting Roles and Responsibilities.

How can the Toastmasters program help you develop your communication skills? Toastmasters is a nonprofit educational organization dedicated to helping men and women learn the arts of speaking, listening, and thinking. We provide a learn-by-doing environment. You will receive professionally prepared educational materials that explain the fundamentals of public speaking and help you plan your presentations to the club. Members will coach you as you prepare your speeches and offer helpful evaluations that will guide your growth. The club environment is both encouraging and supportive. The projects in our basic manual and the learning objectives are described on the page titled Basic Manual Requirements. The Icebreaker in this booklet is a sample of a Toastmasters speech project from the basic manual.

How can the Toastmasters program help you develop your leadership skills? Toastmasters clubs are volunteer organizations led by their members. There will be a number of ways in which you can contribute to the success of your club, and if you choose to, you can learn leadership skills by serving as a club officer. The Toastmasters organization also offers leadership opportunities at levels beyond the club—Area Governor, Division Governor, and a number of District offices. You can learn more about club leadership roles on the page titled Club Leadership.

What does Membership Cost? There is a \$20 new member fee, International dues of \$4.50/month, and club dues of \$1.50/month. Toastmasters members pay dues twice a year—in April and October—and the exact cost of a new membership is prorated to the nearest April or October.

What Will You Get? Toastmasters offers a unique means of learning and improving your communications abilities. Clubs provide continuing practice and exposure to good communication techniques. As you develop your skills you will benefit from increased confidence, improved ability to organize thought logically and present it assuredly, and a better understanding of human relations. You will learn to change yourself in a positive way so that you can become an agent for positive change in your family, your workplace, and your community.

Toastmasters Meeting Roles and Responsibilities

Members come to Toastmasters so that they can become better speakers, listeners, and leaders.

Club meetings are the vehicle through which members become better speakers, listeners, thinkers, and leaders.

Club meetings keep members interested and active; attract new members to your club

Every member and officer plays an important part in making every meeting effective—by preparing for and fulfilling assigned responsibilities; by playing a part in and giving full attention to each meeting as it is conducted; by working to improve the quality of club meetings.

Essential Meeting Roles

Toastmaster of the Day—leads the educational portion of a meeting and creates a pleasant atmosphere. Prepares an agenda and introductions for every speaker, leads applause for participants.

Speaker—prepares and presents a manual project, coordinating with Toastmaster of the Day and personal evaluator.

Evaluator—offers advice that helps members improve their speaking skills. A careful evaluation helps not just the presenter grow—it helps everyone who hears it. Evaluators base their remarks on the evaluation guide, are careful to begin and end with positive comments or encouragement, and are sure to make speakers aware of both strengths and areas for improvement.

Topicmaster—asks questions that help members develop their ability to think on their feet. The Topicmaster focuses on members who do not have a speaking assignment so that everyone has a chance to speak during the meeting.

General Evaluator—leads the evaluation portion of a meeting and evaluates everything that takes place during a club meeting. Ensures that evaluators, timers, ah counters, and grammarians understand their roles. Evaluates evaluators. Calls immediate attention to meeting activities that could be improved.

Timer—helps members learn to express their thoughts within a specific time interval. Operates timing devices; records and reports on presentation length.

Grammarians—helps members improve their grammar and vocabulary. Introduces a word of the day; listens to and reports on speakers' use of language.

Ah Counter—helps make members aware of the crutch words and unintentional pauses in their presentations. Counts and reports on filler words and noises used in presentations.

Basic Manual Projects

Project	Time	Objectives
1 Icebreaker	4-6	To begin speaking before an audience To discover speaking skill you already have and skills that need some attention
2 Organize Your Speech	5-7	Select an appropriate outline which allows listeners to easily follow and understand your speech Make Your message clear, with supporting material directly contributing to that message Use appropriate transitions when moving from one idea to another Create a strong opening and conclusion
3 Get to the Point	5-7	Select the right words and sentence structure to communicate your ideas clearly, accurately, and vividly Use rhetorical devices to enhance and emphasize ideas Eliminate jargon and unnecessary words Use correct grammar
4 How to Say It	5-7	Select the right words and sentence structure to communicate your ideas clearly, accurately, and vividly Use rhetorical devices to enhance and emphasize ideas Eliminate jargon and unnecessary words Use correct grammar
5 Your Body Speaks	5-7	Use stance, movement, gestures, facial expressions, and eye contact to express your message and achieve the speech's purpose Make your body language smooth and natural
6 Vocal Variety	5-7	Use voice volume, pitch, rate, and quality to reflect and add meaning and interest to your message Use pauses to enhance your message Use vocal variety smoothly and naturally
7 Research Your Topic	5-7	Collect information about your topic from numerous sources Carefully support your points and opinions with specific facts, examples, and illustrations gathered through research
8 Get Comfortable with Visual Aids	5-7	Select visual aids that are appropriate for your message and the audience Use visual aids correctly with ease and confidence
9 Persuade with Power	5-7	Persuade listeners to adopt your viewpoint or ideas or to take some action Appeal to the audience's interests Use logic and emotion to support your position Avoid using notes
10 Inspire Your Audience	8-10	To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement Appeal to the audience's needs and emotions, using stories, anecdotes, and quotes to add drama Avoid using notes

Basic Manual Project 1 The Icebreaker

Objectives

1. To begin speaking before an audience
2. To help you understand what areas require particular emphasis in your speaking development
3. To introduce yourself to your fellow club members

Time: Four to six minutes

Narrow the Subject

The general subject of this talk is you, but that subject is too broad for a four-to-six minute talk. You must narrow the subject by selecting three or four interesting aspects of your life that will give your fellow members insight and understanding of you as an individual. These might include your birthplace, education, or family. You could explain how you came to be in your present occupation and tell the audience something about your ambitions. Should you prefer to avoid autobiography, you might talk about your business, your hobbies, or anything relating to you as an individual.

Once you have the highlights of your talk in mind, weave them into a story, just as if you were telling it to friends around the dinner table. Share significant personal experiences. The more personal you make your talk, the warmer will be the relationship between you and your audience.

Opening, Body, and Conclusion

Like any good story, your talk needs a clear beginning and an ending. Create an interesting opening sentence that captures the audience's attention. Memorize it, if necessary, and use it even if a better idea occurs to you just before you speak. Then devise a good closing and memorize it, too.

Giving your audience too much information will only overwhelm them. A memorized beginning and ending enable you to start and finish your talk with confidence and ease. In any speech, it's best to select a few main points (three or four at the most) and emphasize them by using examples, stories, or anecdotes. If you merely state a fact and then continue, most of your audience will miss the point. You should make a point, say it again in different words, illustrate the point, and then state it once more in order to be clearly understood. This is a good skill to learn.

If you think you will need notes, write a brief speech outline on 3x5 cards, which you can place on the lectern. Refer to them only when you need them. Remember you're speaking, not reading. Many speakers begin by writing out an entire speech, then breaking it down into parts, with a key word for each part, and finally writing just the key words on one note card.

Preparing Yourself

Now the talk is ready, but are you ready to present it? You will need to rehearse. Practice the talk until you are comfortable with it. You won't need to memorize the body of the talk, since you already know all about the subject. As mentioned earlier, you should memorize the opening and close

Present the talk to a family member, a friend, or your Toastmasters mentor. Ask for comments. They may give you some helpful suggestions. If you have a tape recorder, record the talk and listen to it carefully, making any necessary improvements. Using a tape recorder is one of the best ways to improve your speaking ability.

Rather than thinking of this presentation as “making a speech,” think of it as a talk before a group of friends, sharing information of interest. Don’t be afraid of the audience. They have already experienced the same feelings you are having. They want you to succeed and they’re eager to help you.

Appearance is important. Be well groomed and appropriately dressed for your presentation. When you look right, you feel good about yourself. You will then forget about your appearance and concentrate on presenting your talk. You will have increased confidence because you know you have made a good first impression on your audience.

Presenting Your Talk

Once you’ve completed your speech preparation, relax. Nervousness is common to every speaker, no matter how experienced. In fact, you can put this nervous energy to work for you by using it to add excitement to your delivery. No one is going to notice a little quavering in your voice, and it will soon disappear anyway as you become involved with what you’re saying.

While being introduced, take a deep breath and slowly exhale. This will help your voice sound resonant and natural. Begin by facing the Toastmaster and saying, “Mr. (or Madam) Toastmaster”; then face the audience and say, “Ladies and Gentlemen,” or “Fellow Toastmasters and welcome guests.” Pause, then plunge in with your prepared opening sentences.

While speaking, make eye contact with various members of the audience, first looking directly and one person for a few seconds, then looking at another, so no one feels left out of your talk. As you’re doing

this, glance periodically at the timer. If the red light comes on while you’re talking, move smoothly to your conclusion and finish quickly. Observe time limits whenever you speak.

Don’t worry about what to do with your hands. Leave them at your sides if you wish. You’ll have opportunities to practice “body language” later.

One final comment: Don’t end by saying “thank you.” The audience should thank you for the information you’ve shared. Instead, just close with your prepared ending, not at the Toastmaster of the meeting, and say “Mr. (or Madam) Toastmaster”—then enjoy the applause!

Your Evaluation

After you finish, you will probably begin evaluating yourself even before you sit down. You may think you left out some of the best parts. Everybody thinks that. Just congratulate yourself on having delivered your first speech, then write down the things you did well and the things you want to improve. Try to avoid making the same mistakes in your next speech.

To supplement your own evaluation, an experienced Club member has been assigned to evaluate your efforts. Before the meeting begins, give this manual to your evaluator so he or she may make notes on the evaluation page. This will give you a permanent record of your progress. If you want the evaluator to observe something in particular, be sure to inform the evaluator in advance.

Ask other members for additional comments after the meeting. All of these comments may not be useful to you, but you should consider

them carefully. Remember the evaluations are representations of how the audience perceived you and your talk. They are usually—but not always—helpful to your self-development.

Speaker's Checklist

- Bring your manual to the meeting whenever you speak. Review your talk with your mentor
- Discuss any special points with your evaluator before giving the talk
- Give the evaluator your manual before you speak, so he or she can make written comments on your performance.
- Have the Club Vice President Education initial your "Project Completion Record."
- Don't be discouraged if your evaluator "missed the point." Evaluators have varying degrees of experience in speaking, and evaluation is a "learn by doing" skill, just as speaking is.

If you have not already done so, read the *Effective Speech Evaluation* manual. It will help you understand how to get the most out of the Toastmasters program.

Evaluation Guide

Note to the Evaluator: The purpose of this speech was for a new member to "break the ice"—to introduce himself/herself to the Club and begin speaking before an audience. The speech should have a clear beginning, body, and ending. The speaker has been advised to use notes, if necessary, and to forget body language. Point the speaker toward methods of improvement, but don't "Pour it on." Strive to have the speaker look forward to his/her next speech. Above all, be encouraging. Your evaluation should help the speaker feel glad about joining Toastmasters and presenting this speech. In addition to your oral evaluation, please write answers to the questions below:

- What strong points does the speaker already have?
- How well did the audience get to know the speaker?
- Did the speech reflect adequate preparation?
- Did the speaker talk clearly and audibly?
- Did the speech have a definite opening, body, and conclusion?
- Please comment on the speaker's use of notes?
- What one or two specific suggestions can you give to help the speaker improve? Focus on showing the speaker how he/she can make the greatest improvement in his/her next speech.
- What did the speaker do especially well?

Club Leadership

Meeting participants play an important role in making the club educational and enjoyable. But another group of people has even more responsibility for meeting quality and the long-term success of the club. This group is called the Club Executive Committee. Following are the titles and responsibilities of each Executive Committee member.

President—The President serves as the club's chief executive officer, responsible for general supervision and operation of the club. The President presides at club and executive committee meetings and directs the club in a way that meets the educational growth and leadership needs of members. In cooperation with the executive team, the President establishes long-term and short-term plans for club growth.

Vice President Education—The Vice President Education is responsible for planning successful club meetings and for maintaining the quality of the educational program. This officer promotes the Toastmasters educational program to club members, orients new members to the Toastmasters program and to the club, and makes sure each new member is assigned a mentor. The Vice President Education makes sure all members understand the importance of excellent evaluations and know how to evaluate and administers speech contests,

Vice President Membership—The Vice President Membership plans, organizes, and implements a continuous marketing effort which ensures the club maintains or exceeds 20 members.

Vice President Public Relations—This Vice President develops, implements, and administers a publicity program that maintains a positive image of Toastmasters International for all members, guests, and the general public. This person is responsible for internal and external public relations for the Club, including preparing and distributing news releases regarding club activities; publicizing club events, working with club officers to develop literature about the club; and representing the club to the media.

Secretary—The Secretary is responsible for all club records and correspondence. This person keeps the club constitution and bylaws and all other official club documents and submits updated membership and officer records to World Headquarters.

Treasurer—The Treasurer is responsible for developing and executing financial policies, procedures, audits, and controls. The Treasurer also receives and disburses funds in payment of all obligations; provides the bank with a new signature card; develops and recommends a budget to the executive committee; notifies members of dues payable; and collects the dues.

Sergeant at Arms—The Sergeant at Arms serves as master host and makes the proper physical arrangements for all club meetings. This person makes sure each member and guest is welcomed at club meetings; arranges room and equipment for each meeting; arranges for food service at meal meetings; collects ballots and tallies votes; and controls club property between meetings.