

Boardwalk Toastmasters New Member Kit



Welcome to Toastmasters!

Lee Iacoca, when he was the head of Chrysler Corporation, required all his top managers to join Toastmasters. Although you probably were unaware of Lee Iacoca's advice, you have inquired about Toastmasters - Thank you.

We are a warm friendly support group dedicated to helping each other overcome the fear of public speaking, and to improve our communication skills.

We meet every first and third Wednesday of the month at the Chatterbox Restaurant (except in the summer), 9th and Central Avenue, Ocean City. Meetings start at 6:30 pm and usually last until 8:30. They are dinner meetings and we order off the menu, but it's not required.

If you are looking for a place where you can hone your communication skills, where you get to learn by doing, not just reading about it from some book, then this is your group.

Even if the thought of speaking before a group terrifies you...it did me before I joined, you can overcome it. Realize your destiny. Become the person you are meant to be. As FDR said, "The only thing you have to fear, is fear itself."

Now, you may not want to develop the skill to hold an audience speechless, as they hang on your every word. You may not want the total respect that comes to those who speak with eloquence.

But why go through life never realizing your full potential?! Why not be the very best you can be? You have nothing to lose but your limitations.

Dues are \$56 per year with a one time new member fee of \$21. They are renewed each October. Should you join in a different month, however, they are prorated.

My hope is that you will enjoy Toastmasters as much as I have.

Warmly,

A handwritten signature in cursive script that reads "Ted".

Ted Armstrong
Ed. V.P.

A Brief History of Toastmasters International

Since the Toastmasters organization began in 1924, more than three million men and women have benefited from its the communication and leadership programs.

The first club was formed in October 1924, when a group of men assembled by Dr. Ralph C. Smedley met in the basement of the Santa Ana, California YMCA to form a club "to afford practice and training in the art of public speaking and in presiding over meetings, and to promote sociability and good fellowship among its members."

The group took the name "Toastmasters."

A year later, a second club was started in Anaheim, California, followed by a third in Los Angeles. By 1930, it was apparent that a federation was necessary to coordinate activities of the clubs and to provide standard methods. After formation of a club in New Westminster, British Columbia, Canada, the group became known as Toastmasters International.

Growth was slow during the early years, but the number of clubs increased steadily. The forerunner of today's Communication and Leadership program, **Basic Training**, was introduced in 1942 and has been expanded and updated many times since then to keep abreast of the times and members' needs.

Membership in Toastmasters International increased rapidly after the end of World War II, and by 1954 the number of Toastmasters clubs had approached 1,500.

Gavel clubs were formed in 1958 to accommodate groups wanting Toastmasters training but not qualified for Toastmasters membership. These clubs provide communication and leadership training in correctional institutions, hospitals and schools. In 1966, the Youth Leadership Program, for young people in junior and senior high school, was added to the list of established community programs being present by Toastmasters.

In 1962, World Headquarters offices were moved to a new building in Santa Ana, California, not far from where the first club began.

In 1973, Toastmasters club membership was opened to women, enabling them to benefit also from self-development in communication and leadership. In the same year, a comprehensive listening program was introduced to further help members develop their communication skills. The following year saw a celebration of the organization's first 50 years and the promise of an even more successful second half-century.

New programs, including the Advanced Communication and Leadership Program, Success/Leadership Series, and self-study cassette tape programs, were added to augment the Communication and Leadership program. Growth in new club, especially in the corporate sector, reached new highs in the late 1970s with the number of clubs approaching the 4,000 mark.

Throughout the '80s, Toastmasters International established itself as the undisputed world leader in public speaking training. In 1990, World Headquarters moved to Rancho Santa Margarita, California, to accommodate rapidly expanding operations. With approximately 8,300 clubs in 70 countries, Toastmasters International is continuing its drive to make effective communication a worldwide reality.

What to expect at Our Toastmasters Meetings

Our Toastmasters meetings are very highly structured. These meetings are not ad hoc, but are designed to give as many people as possible a chance to participate. They are classes on communication. Here's how they proceed.

- The **Sergeant at Arms** opens the meeting. He also recognizes and introduces any guests that are present. He then turns control of the meeting over to the...
- **Toastmaster** of the Evening. The Toastmasters job is to see that the meeting runs both on time and smoothly. He is the Master of Ceremonies. The Toastmaster will have previously called all the members and guests so that he run the meeting professionally. The Toastmaster then introduces the...
- **Invocation and pledge.** The person doing the invocation and pledge will give an appropriate nondenominational invocation. After that, they will ask all present to rise and the lead the group in the Pledge of Allegiance to the Flag of the United State. Control is given back to the Toastmaster and he introduces the...
- **Thought for the Evening.** A member will deliver a 2-3 minute speech. The topic will be current events, some aspect of Toastmastering, or even an anecdote, but will serve as "food for thought" for the group. This short speech is timed by the timer. Control is given back to the Toastmaster and he introduces the...
- **Wordmaster/Jokemaster.** The Wordmaster/Jokemaster will select and discuss a word, which will help to build the members' vocabularies. Throughout the evening, the group will use the word as much as possible – for practice. The Wordmaster/Jokemaster will then deliver a joke or humorous story of 2-3 minutes in length. Control is given back to the Toastmaster and he introduces the...
- **Table Topics Master.** The Table Topics Master will call members up, one at a time. They will be given a subject and will speak on that subject for one to two minutes without preparation. These short mini-speeches will be timed. This gives member practice in speaking off-the-cuff. Usually two to four Table Topics are given. Guests are never called on. Only those members that feel experienced enough to do this, are selected. Control is given back to the Toastmaster and he introduces...
- The **President** for the business meeting. The President presides over a short meeting to conduct club business. The meeting is then adjourned for...
- The **Diner break.** This is when dinner is served and members are free to converse with each other. The Dinner break is typically 15 to 20 minutes. At the end the Toastmaster resumes the meeting schedule and one-by-one introduces the...

- **Prepared Speakers.** Here's where members present prepared speeches from the Toastmasters Manual. Each speaker will have been previously assigned an evaluator that takes careful notes through the speaker's performance. Up to four speeches are given with the Toastmaster moderating between them. After the last speech the Toastmaster introduces the...
- **General Evaluator.** The General Evaluator conducts the evaluation portion of the meeting. One-by-one he introduces the...
- **Evaluators.** The evaluators give an oral evaluation of the speaker to which they had been assigned. The evaluations are two to three minutes and are timed. Speakers also receive written evaluations. All evaluations emphasize the positive. The last Evaluator re-introduces the...
- **General Evaluator.** He comments on the evaluators performance as well as the meeting as a whole. He then calls on the...
- **Timer.** The time briefly explains the importance of timing and then gives the times for the Thought for the Day, the Table Topics participants, the Prepared Speakers, and the Evaluators. Control is then given back to the General Evaluator and he introduces the...
- **Grammarians.** The Grammarian has been keeping track of the members use of grammar, uh's, and other verbal miscues. He gives a short presentation on his findings. Control is then given back to the General Evaluator and the re-introduces...
- **The Presiding Officer.** The Presiding Officers now takes brief comments from anyone in the meeting. When complete, the meeting is adjourned for the night.

Communication and Leadership Manual

Below are listed the ten assignments in the basic Communication and Leadership Manual. Upon completion of these ten assignments, the member will be awarded his CTM.

The Ice Breaker

- To begin speaking before an audience.
- To help you understand what areas require particular emphasis in your speaking development.
- To introduce yourself to your fellow Club members.
- Time: Four to six minutes.

Speak with Sincerity

- To convince the audience of your earnestness, sincerity, and conviction on a subject you thoroughly understand.
- To confront and control nervousness you may have.
- Time: Five to seven minutes.

Organize Your Speech

- To organize your thoughts into a logical sequence that leads the audience to a clearly defined goal.
- To build a speech outline that includes an opening, body, and conclusion.
- Time: Five to seven minutes.

Show What You Mean

- To learn the value of gestures and body movements as part of a speech.
- To explore the different ways of using body language.
- To develop a sense of timing and natural, smooth body movement.
- Time: Five to seven minutes.

Vocal Variety

- To explore the use of voice volume, pitch rate, and quality as assets to your speaking.
- To achieve a pleasing natural voice quality when speaking.
- Time: Five to seven minutes.

Work With Words

- To select precisely the right words required to communicate your ideas.
- To avoid lengthy words and sentences and jargon.
- Time: Five to seven minutes.

Apply Your Skills

- To bring together and apply the communication skills you have learned in the preceding project.
- To organize your speech in a logical manner, following one of the suggested outlines.
- To research the facts needed to support your speech.
- To make a personal evaluation of your progress.
- Time: Five to seven minutes.

Add Impact to Your Speech

- To learn the value of props in speaking.
- To learn how to use props effectively in your presentations.
- Time: Five to seven minutes.

Persuade with Power

- To present a talk that persuades the audience to accept your proposal or viewpoint.
- To achieve this persuasive effect by appealing to the audience's self-interest, building a logical foundation for agreement, and arousing emotional commitment to your cause.
- Time: Five to seven minutes.

Inspire Your Audience

- To understand the mood and feelings of your audience on a particular occasion.
- To put those feelings into words and inspire the audience, using all the techniques you have learned so far.
- Time: Eight to 10 minutes.

Sergeant-At-Arms

You are responsible for...

- Making sure the meeting room is set up properly.
- Setting up flag and banner.
- Keeping track of timing device and gavel.
- Introducing meeting guests.
- Starting the meeting and introducing the Toastmaster of the evening.

Guest Name:
Guest Information:
Guest Name:
Guest Information:
Guest Name:
Guest Information:
Guest Name:
Guest Information:
Guest Name:
Guest Information:

Toastmaster

You have a key role in the success of the meeting. *It is vital* that several days prior to the meeting, *you call all other members and guests to confirm their appearances*, gather information for proper introductions, obtain speech titles, and arrange any necessary substitutions with the Educational Vice-President. You are the Master of Ceremonies, and have the responsibility for keeping the meeting on schedule and running smoothly. Your second in command for the meeting is the General Evaluator. Check before the meeting that he or she has lined up his portion of the meeting.

Call person doing the thought for the evening prior to the meeting. Use their speech to set the tone for the meeting and carry that tone through.

Never apologize to the group. It is important to present the program to the group as if it has gone off perfectly, even if every position has been filled with a different person rather than the one scheduled. Whatever happens, carry on the meeting as if the events were planned from the start.

If you've ever seen the Ed Sullivan show and how he was the master of ceremonies, that is the role you are playing.

Note: If Ted Armstrong is not at the meeting, please retrieve a sign-up sheet from the gray case and pass it around. You can then FAX it to Ted at (856) 696-1121.

Below is a sampling of introductions you can use when introducing a speaker:

It gives me great pleasure to bring you . . .

Let's welcome . . .

Let's give a big hand to . . .

We've spared no expense to bring you . . .

Let's all greet . . .

Tonight we bring you . . .

_____ needs no introduction.

Let's say hello to . . .

We have with us this evening . . .

Welcome . . .

Here is . . .

Here'ssssssssss . . .

It is a delight to bring you . . .

It is a delight to present . . .

Welcome to the lectern . . .

Invocation

You will give a short (1-2 minutes) and appropriate nondenominational invocation. There are a set of cards of suggested invocations stored in the lectern. See the Toastmaster of the evening, if you wish to take advantage of them.

Pledge

Ask the group to stand and lead the members in the Pledge of Allegiance

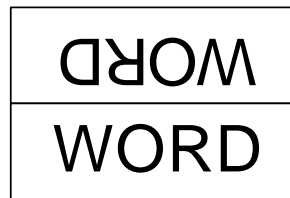
Thought for the Day

You are to prepare, practice, and deliver a 2-3 minute speech. The topic can be current events, some aspect of Toastmastering, or even an anecdote, but should serve as "food for thought" for the group. This is a formal prepared speech. It will be timed. Your thought for the evening will set the tone for the evening. It is preferred that your speech be upbeat and motivational. Call the Toastmaster a couple of days prior to the meeting and tell them what your speech will be about. This will allow him or her to use your speech as a springboard to carry the tone through the whole meeting.

Wordmaster

You must select and discuss a word which will help to build the members' vocabularies. The word should not be obscure, but one which is not used as often as it might be. You should define it, spell it, explain its origin, and discuss its proper use, giving examples of how it could be used in a sentence.

When you write the word on a piece of paper, write it so that when the paper is folded over the top of the lectern, both the audience and the speaker can see the word for the day. An example is shown below:



Note: There are cards with words specifically for Toastmasters meetings in the grey box.

Jokemaster

You will prepare and deliver a joke or humorous story of 2-3 minutes in length. Remember that your delivery, pacing, gestures, intonations, and facial expressions are just as important as the joke itself. It is important to strictly avoid any kind of off-color humor. A toastmaster is always careful to avoid anything that might offend anyone in the audience. The Readers Digest is an excellent source of humor.

Table Topics Master

You should have five or six impromptu topics prepared. Explain the purpose of the Table Topics and timing procedure, especially if guests are present. Each topic should last for 1-2 minutes. The ideal is to try to speak for exactly 2:00. *You should not call upon prepared speakers, evaluators, or members who already extensive duties on the program. Do not call on guests.*

The subject should be interesting, sometimes controversial and fairly well-known. The subject should not be so esoteric that members are confounded or overwhelmed. It should be challenging, but not impossible. Also, the subjects and ideas should be fresh and new. A little "spice" and some variety will add excitement to the meeting. Some ideas:

- Improvisational skits. These call for participation by two Toastmasters at a time. One member plays the role of a particular person, for example a rude sales clerk. The other member is given a slip of paper which tells him or her what he or she is supposed to do - for example, be a customer who is undaunted by the rudeness of the salesclerk and who eventually befriends the salesclerk.
- Telephone conversations. This also involves two members. One member is assigned a specific role, perhaps a "loan shark" asking for delinquent payment of a loan secured to pay gambling debts. The other member plays the respondent, in the example a remorseful gambler.
- Gripe sessions. Everyone has pet peeve. Ask members to air their complaints.
- News or sports shows. Have members act as newscasters, sportscasters or even call a horse race, just like on television.
- Talk shows. Two members seat themselves at the front of the room. One acts as the host, the other as the guest. The host is then told the guest's name (real or fictional) and the occupation. The host then attempts to conduct an interesting interview.

You should ask new members, before the meeting, if they wish to be included in table topics before you call upon them. Some new members are very shy.

Ask the Toastmaster of the evening, how many table topics to present.

Enclosed is a list of all members to help you decide who to call on.

Prepared Speaker

Usually, you will be giving a 5-7 minute speech from the Basic or Advanced manuals. Successful completion of your assignment will result in credit towards you CTM, ATM, or DTM degrees. Remember to bring your manual to the meeting so that your evaluator can enter his comments in it. Please fill out the attached and give it to the Toastmaster of the evening.

Speaker:
Introduction:
Which Manual:
Which Assignment:
Speech Objective:
Timing:
Speech Title:

If you want your speech recorded so that you may review it, please remember to bring your audio tape to the meeting.

Note: You may not have sufficient time to prepare your speech. Please don't use that as an excuse to not attend. Simply let the Toastmaster know you cannot speak and at least come to the meeting.

Speech Creation Recipe

Plagiarized from:

"Presentations Plus" by David A. Peoples

Define Your Objectives

The first priority is to define the objectives of your speech. It is not only the first thing to be done it is also the most important. Everything else you do the content, the level of detail, the duration, and so forth will stem from your statement of the objectives.

Your objectives answer the question, "Why are you doing this speech?" When it's all over, what is it that you want the audience:

- To remember?
- To understand?
- To believe?
- Or what action do you want them to take?

Take out a pencil and write a very specific and precise statement of the objective of your speech.

You want your audience to clearly understand what you expect of them when it's all over. Just the fact that they understand your expectations increases the probability that it will happen.

Design Your Close

You should think of the close first. The most important part of your speech is the close. This is the acid test. At the close either you did or you didn't. They will, or they won't. They are sold, or they aren't.

The close is where you either accomplish your objective, or you don't. The close is the bull's eye. So, if you focus on the bull's eye first, then back up to the opening and the body, you will find that your entire speech is more likely to focus on your objectives. What you say and what you present throughout your speech will be designed to reinforce and enhance the close.

Create Your Opening

The opening is the second most important part of your speech. Having designed the close, you now have the opportunity for the opening to be a setup for the close.

Outline the Body

In the process of designing the body of your speech, you need to break down the major subjects into their component parts. You need a detailed outline.

There are many approaches to the design of the outline and the body. For example:

- Chronological
- Topical
- Categorical
- Problem/Solution
- Comparison/Contrast
- Ideal versus Reality
- Feature/Benefits
- Old way/New way
- Advantages/Disadvantages
- Goal/Road map
- Objections/Answers

As you go through this process, have the objectives clearly displayed so that each step can be evaluated relative to its contribution to the objective. There is just one test. If it doesn't contribute to the objective, *don't use it.*

Add Spice

At this point, you have a well-structured, logical speech. There's just one problem. It's dry, dull, and boring.

Your next mission is to breathe life, fun, and human interest into your speech by adding spice. What are spices? They are war stories, examples, analogies, gimmicks, jokes, and preplanned questions. Be sure they are related to the subject, and use them to illustrate or punctuate a point. You need a touch of spice every six to eight minutes.

If you relate the spice to a key point, people will remember the key point. If you don't, they won't, because people forget 75 percent or more of what they hear within 24 hours or less.

Design Your Visual Aids

Go back over your outline with this question in mind for each key point. "Would a visual aid help to explain, understand, or punctuate this

thought?" If the answer is "yes," then you need a visual aid for that point. If the answer is "No," then you don't. There is just one rule with visual aides keep them simple.

Tailor to Your Audience

In a very large measure, a key to the success of your speech will be the perception by the audience that this speech was designed specifically for them.

It is of critical importance that you have some understanding of your audience. You would like to know:

- Is the audience young or old? They have different objectives.
- Is the audience technical or general? They want different levels of detail.
- Are they blue collar, white collar, administrative, engineers, or sales. They have different interests.
- Do they have some knowledge or no knowledge of the subject? You may bore them or mystify them.

It should not be the responsibility of your audience to sort through a general purpose speech to find those parts that apply to them. It is your responsibility to tailor the speech to your audience.

Create Cheat Sheets (notes)

Go back over your outline and decide what notes you will need. You should need just three to five words for each key point. Your cheat sheets are a shorthand script of the entire speech. Nothing is left to chance. Everything that happens should be planned in advance, with key words and phrases noted on your cheat sheets.

As you become more experienced, you should need notes less and less, until you can speak entirely without them.

Rehearse, Rehearse, Rehearse

Do not play it by ear. Everybody who is good at anything got that way by working, doing, practicing, and rehearsing. There are no short cuts. So just make up your mind to do what you know you have to do.

General Evaluator

You are responsible for conducting the evaluation portion of the meeting. Several days prior to the meeting, you should call the grammarian, timer, and all the evaluators who are listed on the program to confirm their appearances, and arrange any necessary substitutions. Although the Toastmaster leads the meeting, you lead the evaluation portion of the meeting. In a sense you are the Toastmaster of the evaluation portion of the meeting. ***It is your responsibility to check before the meeting to be sure you have lined up evaluators for all prepared speakers, have a timer, and have a grammarian.*** You should generally try to follow the following schedule.

1. Give a brief description to the club of what your function is.
2. Call for the speech evaluators

1 st Speaker	_____	1 st Evaluator	_____
2 nd Speaker	_____	2 nd Evaluator	_____
3 rd Speaker	_____	3 rd Evaluator	_____
4 th Speaker	_____	4 th Evaluator	_____

3. Evaluate the evaluators, did they follow the evaluation format of:
 1. Listing the four to eight specific things they liked about the speech.
 2. Limiting themselves to one or two items that would have improved the speech.
 3. End their evaluation by saying what they liked about the speaker.
4. Mention one thing you like about each of the evaluators as people.
5. Introduce the timer: _____
6. Introduce the grammarian: _____
7. Give an overall evaluation of the meeting, and offer suggestions for improvement. Try to avoid the common mistake of re-evaluating the speakers.

Evaluator

You will evaluate a prepared speech, using the guidelines set forth in the speaker's manual. Your duty is crucial. You are, in effect, mentoring the speaker. You want to provide honest reaction to the speaker's presentation in a positive manner. You must recognize the fact that you are not a professional authority, but capable of giving your own reaction to the material presented. The speakers rely on you to give them feedback. Your goals are . . .

Meet with the speaker before his or her speech to see if they have any special items they want you to look for.

Make the speaker feel good about giving the speech. The club will only grow if members get positive emotional rewards from participating. With new members go out of your way to say specific positive things about the speech.

List a minimum of four (preferably eight) specific things about the speech that were good. Even if the only good thing you can say is to congratulate them on having the courage to get up and speak. It is very important that you be as specific as possible. Rather than say, "I liked your speech." You could say something like, "I felt your chart showing yearly sales was very effective in demonstrating the effectiveness of the new ad campaign."

Limit yourself only one or two things that would have improved the speech. Be as specific as possible and be brief. You are giving the speaker advice on how to improve. With new members limit yourself to just one thing.

End your evaluation by affirming the person. You can say something like, "I'm really pleased you joined our club. Your enthusiasm warms us all."

Do not comment upon or rebut the contents of the speech. You will be analyzing the speaker's organization and delivery, not his opinions. Your evaluation should take 2-3 minutes.

Remember: *Studies have shown that organizations where people get feedback in a ratio of four praises for every criticism are considered to have a positive atmosphere.*

Something to think about: In an experiment, adults were given ten puzzles to solve. All subjects received the same ten puzzles. The subjects worked on the puzzles, turned them in, and were given the results at the end. The researchers, when they gave the subjects the results of their puzzle solving, gave them fictitious results. Half of the exam takers were told that they had done well, with seven out of ten correct. The other half were told they had done poorly, with seven out of ten wrong. Then all were given another ten puzzles (the same for each person). The half who had been told that they had done well in the first round really did better in the second, and the other half really did do worse.

Timer

You must carefully time each participant on the program:

- Meeting start time
- Thought for the evening
- Each table topic participant
- Each Speaker
- Each evaluator

In addition to providing valuable practice for contest speeches, you will help to keep each speaker within time, and to keep the meeting on schedule. You should have a form to make recording time easier.

Your report is an impromptu speech. You should briefly explain the purpose and importance of timing and of staying within time. Announce the time for each participant as well as what their goal was and whether or not they were within time.

- The thought for the day is within time if it is between 2:00 and 3:30.
- Table topics are within time if they are between 1:00 and 2:30.
- Evaluators are within time if they are between 1:30 and 3:30.
- Speakers doing a 5 to 7 minute speech are within time if they are between 4:30 and 7:30. An 8 to 10 minute speech is within time if it is between 7:30 and 10:30, etc.

Timing

	Person	Actual Time
Meeting Start Time		6:45
Thought for the evening		2-3 Min
Table Topics - Green at 1:00, Amber at 1:30, Red at 2:00		
First Table Topic		
Second Table Topic		
Third Table Topic		
Fourth Table Topic		
Fifth Table Topic		
Sixth Table Topic		
Speakers - Timing from Toasmaster of the Evening		
First Speaker		
Second Speaker		
Third Speaker		
Fourth Speaker		
Evaluators - Green at 2:00, Amber at 2:30, Red at 3:00		
First Evaluator		
Second Evaluator		
Third Evaluator		
Fourth Evaluator		

Grammarians

You should listen carefully during the meeting for grammatical errors, improper sentence construction, mispronunciations, and other violations of the King's English. You will also be counting every speaker's "Ah's", "You Know", "I would like to", running words together, dropping the "g" on "ing" words, and similar verbal crutches.

Other items to look for would be run-on sentences, taboo language, redundant words or phrases, factual errors, jargon and acronyms, and clichés. This will be part of your report as well. It is important to be as precise as possible.

	Person	Grammatical Errors
Toastmaster		
Invocation/Pledge		
Thought for the evening		
Wordmaster/Jokemaster		
Table Topics Master		
First Table Topic		
Second Table Topic		
Third Table Topic		
Fourth Table Topic		
Fifth Table Topic		
President		
First Speaker		
Second Speaker		
Third Speaker		
Fourth Speaker		
General Evaluator		
First Evaluator		
Second Evaluator		
Third Evaluator		
Fourth Evaluator		
Timer		

Toastmasters Advanced Manuals

The Entertaining Speaker

This manual includes valuable information on how to give an entertaining or dramatic speech, where to find material, how to make an audience laugh, and what to do when you're asked to speak after dinner.

Speaking To Inform

The projects in this manual will help you give informative and interesting speeches. Topics covered include the demonstration talk, the fact-finding report, the abstract concept and resources for informing.

Public Relations

This complete guide to preparing and delivering the public relations speech will help you develop resources and techniques, "speak under fire," and handle the media talk.

The Discussion Leader

This manual offers guidance in presenting workshop and conference presentations. Role-playing and problem-solving sessions are also covered. This manual is a must for managers, trainers, teachers and administrators.

Specialty Speeches

Speakers must be able to speak in many situations and this manual will help. Types of speeches covered include impromptu speeches, sales presentations, introductions, inspirational speeches, and oral interpretations.

Speeches by Management

This manual will help you successfully handle a variety of speaking situations managers encounter in their work environment. Subjects covered include briefings, technical speeches, motivational talks and confrontations.

The Professional Speaker

This manual is a complete guide to becoming a professional speaker. Subjects covered include speaking as a company representative and speaking for pay.

Technical Presentations

The projects in this manual will help you prepare and present briefings, proposals, technical papers and technical team presentations.

Persuasive Speaking

The ability to influence and persuade others to accept your ideas, products, or services is vital. The projects in this manual are all designed to help you develop excellent persuasive techniques and expand your presentation skills.

Communicating on Television

Television presentations differ from other presentations, and they require special considerations. With this manual, you'll learn to present editorials, appear as a guest on a "talk" show, conduct a press conference, and use television to train.

Storytelling

Everyone loves a story. Types of stories covered in this manual include the folk tale, the personal story, stories with morals, the touching story, and the historical story.

Interpretive Reading

This manual will help you develop your interpretive reading skills. The projects include presenting stories, poetry, monodramas, plays and oratorical speeches.

Interpersonal Communications

Topics covered include conversing with ease, negotiating, handling criticism, coaching someone to improved performance, and expressing dissatisfaction effectively.

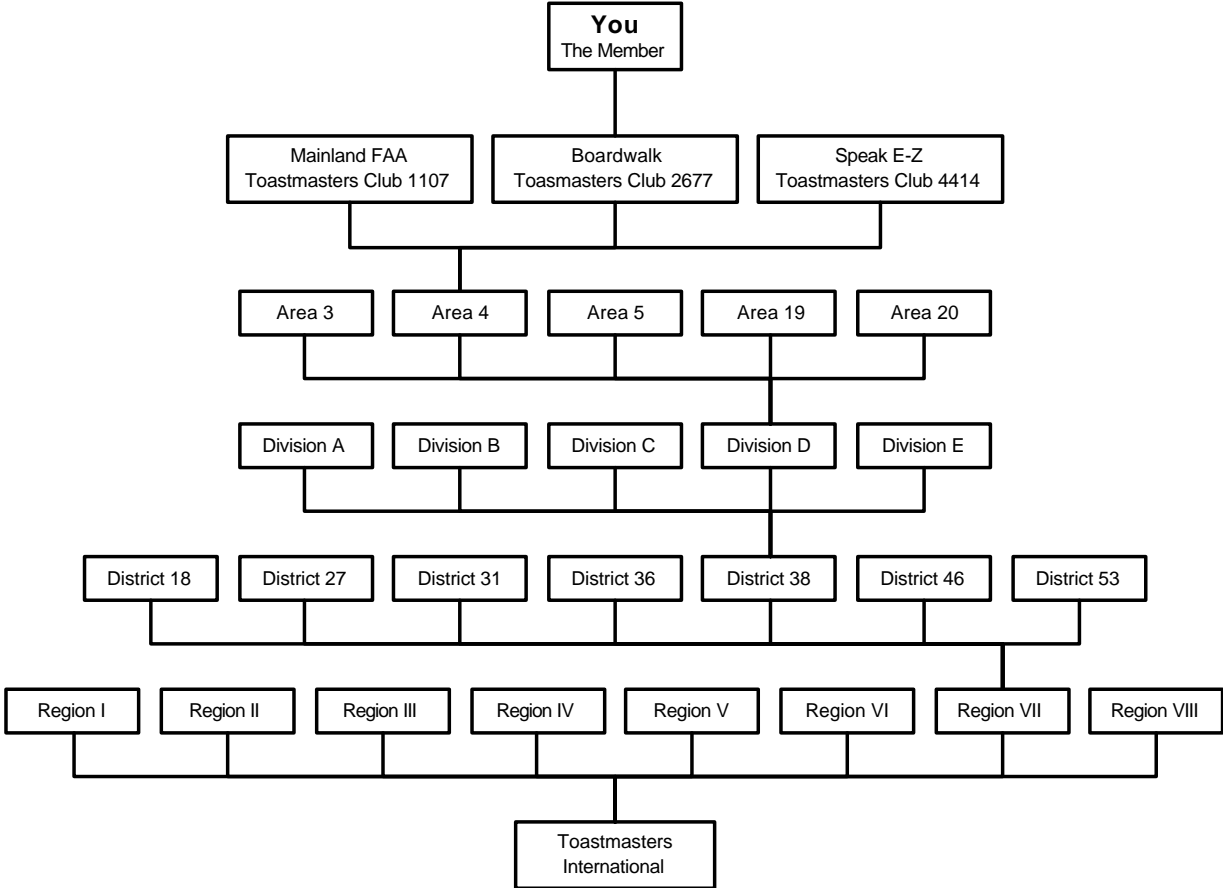
Special Occasion Speeches

Provides instruction in giving toasts, speaking in praise, "roasting" someone, and presenting and accepting awards.

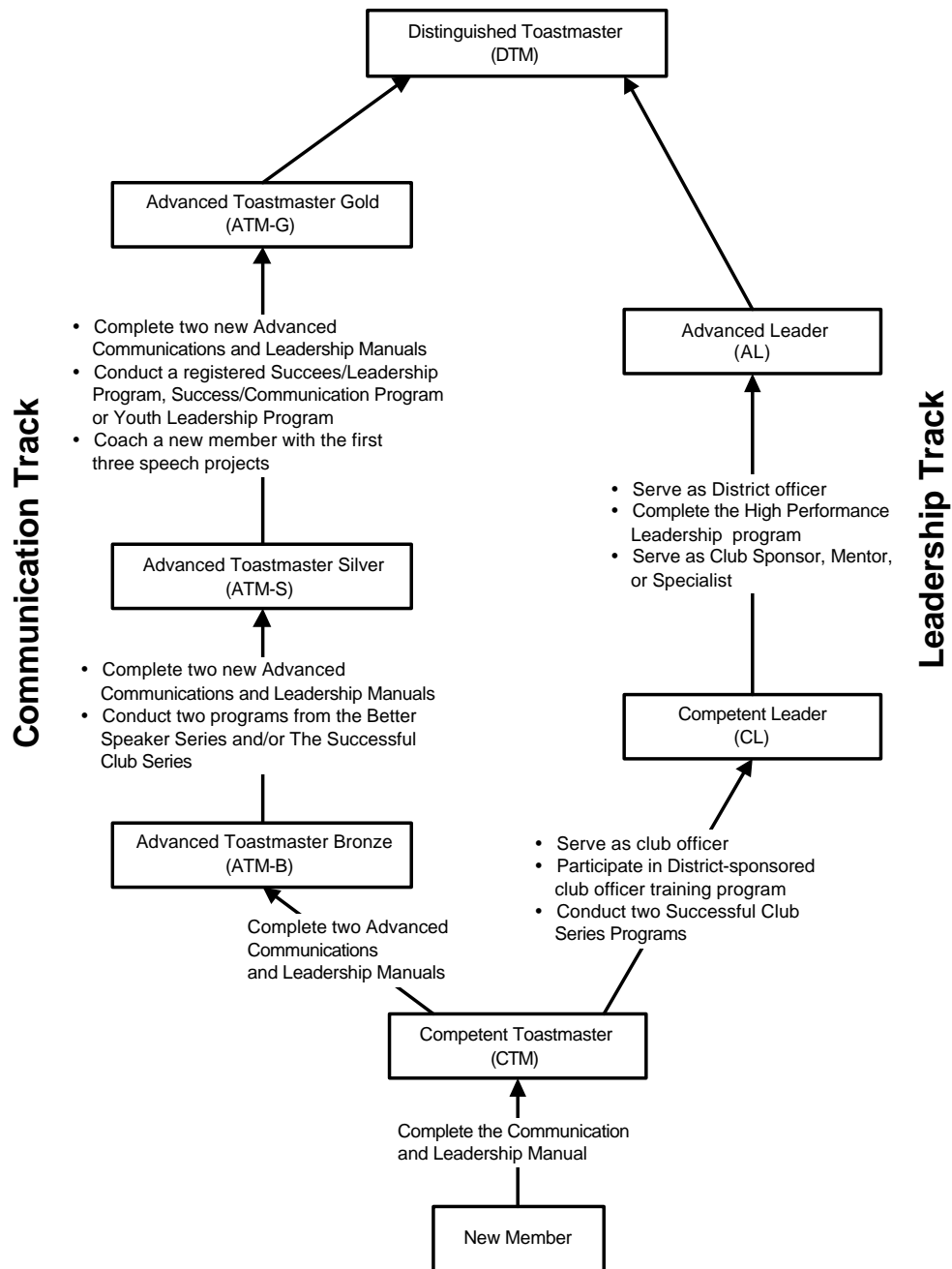
Humorously Speaking

Audiences love to laugh. This manual shows you how to use humorous stories and jokes throughout your speech to grab and keep listeners' attention and illustrate your points. You also learn how to give an entirely humorous speech.

Toastmasters Organization Chart



Toastmasters Recognition Requirements



Club Officers

The club officers comprise the executive committee. They consist the President, Vice President of Education, Vice President of Membership, Vice President of Public Relations, Secretary, Treasurer, Sergeant at Arms, and the Immediate Past President. Club officers are elected each year. The club president cannot succeed himself. Here are the officers' duties and responsibilities.

President

1. Provides the leadership and guidance the club needs to be successful.
2. Sees that the club provides the positive, supportive environment its members need to fulfill their self-development goals.
3. Sees that members participate in and benefit from the Toastmasters educational program.
4. Sees that the club activity recruits new members and retains current ones.
5. Analyzes and evaluate club's strong and weak areas. Helps the club become the best it can be.
6. Develops and practices leadership skills that can be used in all areas of life.
7. Set goals, plan, develop strategies, delegate, coach and recognize people for their efforts.
8. Leads the executive committee, which consists of the Vice President of Education, Vice President Membership, Vice President Public Relations, Secretary, treasurer, Sergeant at Arms, and Immediate Past President. Executive committee is responsible for making the club dynamic and enjoyable for all members. This can be accomplished through regular, productive committee meetings and through careful goal setting, planning, and monitoring of progress.
9. Attends and votes in Area and District council meetings.
10. Votes at Regional and International business meetings.

Vice President Education

1. Plans dynamic club meetings.
2. Promotes the Toastmasters educational program to club members.
3. Orients new members to the Toastmasters program and to the club.
4. Makes sure all members understand the importance of excellent evaluations and know how to evaluate.
5. Arranges Speechcraft and other Success/Leadership Programs to be conducted inside or outside the Club.
6. Arranges the Club to conduct Youth Leadership Programs.

7. Encourages members to participate in other Toastmasters activities and programs.
8. Administers speech contests.
9. Organizes a Speakers Bureau.
10. Chairs the Educations Committee.
11. Attends and participates in Executive Committee meetings.
12. Presides in the absence of the President.
13. Attends and votes in Area and District council meetings.
14. Votes at Regional and International business meetings.

Vice President Membership

1. Builds Club membership.
2. Increases member satisfaction.
3. Prepares the Semiannual Membership Report.
4. Chairs the Membership Committee.
5. Attends and participates in Executive Committee meetings.
6. Attends and votes in Area council meetings.

Vice President Public Relations

1. Plans a public relations program.
2. Prepares publicity materials.
3. Produces a Club Bulletin.
4. Writes for the company publication.
5. Chairs the Public Relations Committee.
6. Attends and participates in Executive Committee meetings.
7. Attends and votes in Area council meetings.

Secretary

1. Maintains an accurate membership roster.
2. Records and reads meeting minutes.
3. Assists with the Semiannual Membership Report.
4. Reports new officers to World Headquarters.
5. Prepares and mails orders for Toastmasters supplies.
6. Circulates TIPS, the Supply Catalog and The Toastmaster magazine.
7. Keeps the club constitution and Bylaws.
8. Maintains general Club correspondence.
9. Attends and participates in Executive Committee meetings.

Treasurer

1. Prepares an annual budget for the Club.
2. Provides the bank with a new signature card.
3. Notifies each Club member in writing of dues payable.
4. Collects payable dues and fees.
5. Issues check to World Headquarters for semiannual membership dues/New Member Fees.
6. Pays all bills promptly.
7. Keeps complete and accurate records of all financial transactions.
8. Presents a verbal and written financial report monthly.
9. Submits Club accounts for audit.
10. Responds to Internal Revenue Service or other government agency inquiries and make sure the Club has an Employer's Identification Number.
11. Attends and participates in Executive Committee meetings.

Sergeant at Arms

1. Arranges room and equipment for each meeting.
2. Greets all guests and members at each meeting.
3. arranges for food service at meal meetings.
4. Collects ballots and tallies votes for awards.
5. Maintains all Club equipment and materials.
6. Chairs the Social and Reception Committee.
7. Attends and participates in Executive Committee meetings.

Immediate Past President

1. Chairs the Nominating Committee.
2. Helps with the Distinguished Club Program/Club Success Plan.
3. Promotes the Club's efforts to become a Distinguished Club.
4. Provides guidance and serves as a resource to Club officers and members.
5. Attends and participates in Executive Committee meetings.