



Speakers of the House

Fridays: 3:15 PM to 4:15 PM (set up starts at 3 PM)

Location: We meet on the campus of Broome Community College.

For the current meeting room location, please visit the club website at

<http://speakersofthehouse.toastmastersclubs.org/>

Broome Community College

904 Upper Front Street

Binghamton, New York 13901

Club # 1417631 - Area 9 – Southern Division - District 65

Guest Information

Contents

- Welcome Letter
- Introduction
- Meeting Assignments
- Features, Benefits and Values
- Membership Information
- New Member Kit Information
- Icebreaker Speech



Speakers of the House Toastmasters

To our Guests:

Each member extends a heartfelt welcome to you, and hopes that your visit to our Toastmasters Club will be a positive, energizing, and an enlightening experience.

Do you wish

- you could express your viewpoints more effectively?
- you could have more confidence giving presentations?
- you could provide constructive feedback in a variety of situations?
- you could comfortably think on your feet both socially and in work settings?

Toastmasters is the only organization devoted to making effective oral communication a worldwide reality, and our Club is here to help you develop your Communication and Leadership skills with training and coaching that enables and empowers you to build self-confidence, improve self-discipline, and gain an enhanced self-image.

Verbal communication is at the heart of all of life's accomplishments. To the degree you are willing to commit your time and some work, you will become a more vital person to yourself and in your world. Speakers of the House Toastmasters can guide and support you in making that happen.

What can our Club offer you? You will be a part of a diverse group of individuals dedicated to improving their communication skills, enhancing their leadership abilities and in the process acquiring a new level of confidence. The Toastmasters program meets the self-development needs of all levels of communicators due to its individually paced, multi-faceted format.

As a result, you will

- Be more comfortable speaking in public.
- Become a better listener.
- Perform better in interviews.
- More easily lead teams and conduct meetings.
- Practice giving and receiving constructive feedback.

We invite your consideration of membership in our Club; in fact, each member began their Toastmaster career the same way you will begin yours: as a guest. You will find that our membership is friendly, diverse, professional, and eager to lend a helping hand.

If you have any questions, please visit with our Club's officers after the meeting. To assist you in your consideration of this dynamic, diverse, and successful Toastmasters Club, we have included some helpful information about our meetings, and about Toastmasters International.

Thank you for attending our meeting.

Introduction to Speakers of the House Toastmasters

Our Club meetings are the center of the Toastmaster learning experience. The following is information about what you will see and hear. We've also included some of the meeting participants' roles.

A typical Toastmaster meeting consists of four (4) parts.

1. **PREPARED SPEECHES**

These usually last from 5 to 7 minutes and are based on projects contained in the Toastmaster manuals. One speech objective may be to improve body language, another to organize thoughts in a logical manner. The subject matter of the speeches is always up to the individual's choice.

Completion of the various manuals leads to Toastmaster awards, such as Competent Communicator (CC), Advanced Toastmaster (ATM), and Distinguished Toastmaster (DTM).

2. **TABLE TOPICS**

This is an opportunity to "think on our feet" and respond spontaneously for 1 to 2 minutes to a question or subject given to you with little or no notice.

As a guest, you may join in the fun – or feel free to pass.

3. **EVALUATIONS**

The major participants in the meeting are given positive and constructive feedback on their roles and speeches.

Each prepared speech is orally evaluated by a fellow member in a helpful, constructive manner using given evaluation criteria. In addition, the evaluator prepares a written evaluation for the speaker, and all members are invited to submit written comments to the speaker.

An Ah-Counter/Grammarians reports on the overall use of language during the meeting and the use of filler words. A General Evaluator then critiques the meeting as a whole. The function of evaluation is not to scare anyone off or make anyone feel bad! At Toastmasters, we find evaluations to be a most effective way to gain feedback about our progress as speakers.

4. **BUSINESS SESSION**

This provides an opportunity to learn how to conduct a productive business meeting, and deal with motions, etc., using basic parliamentary procedures.

We do hope that you enjoy the meeting and give serious thought to joining Speakers of the House Toastmasters!!!!

Toastmasters Meeting Assignments

Toastmasters are asked to perform different assignments to help meetings run with smooth efficiency, and provide a mutually supportive learning environment. A brief description of each role and its purpose is provided for your benefit.

- **Toastmaster:** Acts as the host for the meeting. Introduces the speakers and other functionaries (e.g., "Ah" Counter, Grammarian, etc.). The Toastmaster sets the tone for the meeting and presents the awards.
- **Word of the Day:** This particular role helps us build our vocabulary and improve our understanding of the English language. Presents a *Word of the Day* gives the definition and uses it in a sentence asking the audience to incorporate it into their speeches and conversation.
- **General Evaluator:** Introduces the various speech evaluators, asks for the functionaries' reports, and makes comments about the overall meeting and protocol.
- **Table Topic Master/Table Topics:** An exercise in impromptu speaking. An assigned Table Topic Master will ask questions of those members not assigned as speakers or evaluators for the meeting. All Table Topics speakers are encouraged to use the "Word of the Day" in their response. They must speak within the specified one to two minutes allowed. Guests are invited to participate.
- **Speaker:** Delivers a prepared speech usually from a Toastmasters manual.
- **Evaluator:** Each prepared speaker is assigned an evaluator who gives a two-minute constructive evaluation of the speech. Concentration is on the areas of the presentation that were done well, and those areas the evaluator feels could use improvement.
- **Timer:** Speakers, evaluators and participants in Table Topics are instructed to speak within specific time limits. Warning lights are used to guide them through their allotted time by signaling the minimum, midpoint and maximum times.
- **"Ah" Counter/Grammarian:** To help people become more aware of how often we might use "ah", "um", "so", or other vocal pauses, a member is assigned the function of tracking their usage. To improve the correct and effective use of language, the grammarian reports on how well the rules of grammar were applied throughout the meeting.
- **Vote Counter:** Also at each meeting there is a balloted vote for: 1) Best Speaker; 2) Best Table Topics; and 3) Best Evaluator. The Vote Counter tabulates the votes for each category and presents the results to the Toastmaster of the Meeting. The Toastmaster then presents awards to the best speaker in each category.

FEATURES, BENEFITS AND VALUE



Features	Benefits	Value to the Individual	Value to the Organization
▶ A self-paced program	▶ Flexibility	▶ Unlimited personal growth	▶ Employee goal achievement
▶ Speech writing and presenting	▶ Critical thinking ▶ Effective presentation delivery	▶ Clear communication ▶ Confidence	▶ Effective employee communication ▶ Better leaders
▶ Weekly interactive meetings	▶ Ongoing experience ▶ Overcoming fears	▶ Skill reinforcement	▶ Improved morale ▶ Enhanced performance
▶ Table Topics™	▶ Thinking quickly	▶ Self-confidence	▶ Better customer communication
▶ Evaluations	▶ Keen listening skills ▶ Constructive feedback	▶ Increased self-awareness ▶ Positive mentoring	▶ More productive teams
▶ Participation in meeting roles	▶ Ease in front of a group	▶ Improved leadership skills	▶ Effective meetings
▶ Opportunity to conduct meetings	▶ Time management skills ▶ Self-confidence and poise	▶ Effectively lead meetings	▶ Increased productivity
▶ Small groups	▶ A supportive environment ▶ A positive atmosphere	▶ Relationship-building	▶ Better teamwork ▶ Improved retention
▶ Opportunity to fulfill officer roles	▶ Leadership development opportunities	▶ Leadership growth ▶ Career advancement	▶ Better leaders
▶ Affordable dues	▶ Cost effectiveness	▶ Positive return on investment	▶ Positive return on investment

Speakers of the House Membership Information

Speakers of the House Toastmaster's membership is OPEN to individuals interested in advancing their speaking and listening skills.

Membership to Toastmasters International allows you the opportunity to begin practicing your speaking skills – prepared speeches and impromptu – and fine tune your skills as you advance through the manuals while receiving support of other members and constructive comments to assist you in your speaking goals. Membership also includes participation in contests, if you are interested, and District 65 events (semi-annual conferences, officer training, etc.).

A membership with Toastmasters is one of the least costly speaking programs available to you while permitting you to control your advancement depending on your personal time commitments. Toastmasters International Headquarters assesses a one-time joining fee of \$20.00. Dual members, transfers, or reinstated members do not pay this fee again.

In addition to the \$20.00 joining fee, each new member pays dues according to the following prorated schedule, based on the date of joining.

Month Joined	Months	TI New Member Fee	TI Dues	Speakers of the House Dues	Total Cost
January	3	\$ 20.00	\$ 18.00	\$ 3.00	\$ 41.00
February	2	\$ 20.00	\$ 12.00	\$ 2.00	\$ 34.00
March	1	\$ 20.00	\$ 6.00	\$ 1.00	\$ 27.00
April	6	\$ 20.00	\$ 36.00	\$ 6.00	\$ 62.00
May	5	\$ 20.00	\$ 30.00	\$ 5.00	\$ 55.00
June	4	\$ 20.00	\$ 24.00	\$ 4.00	\$ 48.00
July	3	\$ 20.00	\$ 18.00	\$ 3.00	\$ 41.00
August	2	\$ 20.00	\$ 12.00	\$ 2.00	\$ 34.00
September	1	\$ 20.00	\$ 6.00	\$ 1.00	\$ 27.00
October	6	\$ 20.00	\$ 36.00	\$ 6.00	\$ 62.00
November	5	\$ 20.00	\$ 30.00	\$ 5.00	\$ 55.00
December	4	\$ 20.00	\$ 24.00	\$ 4.00	\$ 48.00

Dues are paid semi-annually and due to Speakers of the House on or before April 1st and October 1st.

Note: after initial joining costs, each member pays \$ 42.00 every October and April.

Please make your check out to Speakers of the House Toastmasters.

New Member Kit

The educational program is the heart of every Toastmasters club. It provides members with a proven curriculum that develops communication and leadership skills one step at a time, with many opportunities for awards and recognition along the way. The communication and leadership tracks are not mutually exclusive; you may participate in both at the same time, if you wish.

- You progress along each track by working through a series of manuals, each of which offers a set of carefully crafted projects to complete.
- Each project includes an evaluation guide, which gives club members an easy way to provide immediate feedback as the project is completed.
- Once you become a member, you can begin the educational program right away.

Within two weeks of joining Toastmasters, you will receive a New Member Kit from Toastmasters International in Mission Viejo, CA. If you do not receive this kit within two weeks of joining, please inform the VP of Membership or the club President.

The New Member Kit includes the following manuals to get you started in both tracks:

- Competent Communication
- Competent Leadership
- Your Speaking Voice
- Effective Evaluation
- Gestures: Your Body Speaks

Your Toastmasters Membership Provides These Benefits:

- A unique means of learning and improving your communicative abilities within an atmosphere of fellowship and fun with your fellow Toastmasters Club members,
- Unlimited opportunities for personal and occupational advancement based on improved abilities and expanded experience,
- Experience in leadership development through training and club involvement,
- Professionally prepared educational materials and resources on speaking, listening, discussion, parliamentary procedure, audio-visual techniques and conference and meeting procedures,
- *The Toastmaster* magazine. Every month *The Toastmaster* provides new insights on communication techniques, ideas and opinions,
- Continuing practice and exposure to sound communication techniques,
- Increased confidence, ability to organize logical thought and present it self-assuredly, and a better understanding of human relations, and
- Affiliation with an internationally renowned educational organization.





The Ice Breaker

By now you've heard speeches by club members and have probably participated in Table Topics. This is your opportunity to give your first prepared talk and "break the ice."

The best way to begin your speaking experience is to talk about a familiar subject – yourself. Of course, this subject is too broad for a short four- to six-minute presentation. You must narrow it by selecting three or four interesting aspects of your life that will give your fellow club 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. Or you could explain the effect an incident from your youth has had on your life. One speaker donned hats as she talked about her life. She wore a chauffeur's hat as she talked about driving her children to their activities, a fireman's hat as she discussed the crises or "fires" she encountered daily at her work, and a chef's hat as she told of her love of cooking.

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 your talk, the warmer the relationship will be between you and the audience.

Opening, Body and Conclusion

Like any good story, your talk needs a clear beginning and 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.

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. Choose your points and illustrations carefully. Too much information may overwhelm the audience.

EXECUTIVE SUMMARY:

For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk.



OBJECTIVES:

- ▶ To begin speaking before an audience.
- ▶ To discover speaking skills you already have and skills that need some attention.

Time: Four to six minutes

If you think you will need notes, write a brief speech outline on note 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 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? 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 conclusion.

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 improving your speaking ability.

Instead of 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're 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'll then forget about your appearance and concentrate on your talk. You will have increased confidence because you know you've made a good first impression with the audience.

Presenting Your Talk

Once you've prepared and practiced your talk, 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. (More information about controlling nervousness appears on page 72.)

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 members and guests..." Pause, then begin with your memorized opening.

While speaking, make "eye contact" with various members of the audience, first looking directly at one person for a few seconds, then looking at another, so people feel included in your talk. As you do 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 this makes you more comfortable. You'll have opportunities to practice "body language" later.

Finish with your memorized conclusion. Some speakers say "thank you" at the very end to signal to the audience that they are finished, but this is not necessary. Instead, after you say your concluding words, nod at the Toastmaster of the meeting and say, "Mr. (or Madam) Toastmaster" and enjoy the applause.

Your Evaluation

After you finish, you'll probably begin evaluating yourself even before you return to your seat. You may think you left out some of the best parts. Every speaker 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 to make your next speech even better.

To supplement your self-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 of this project. This gives 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 (some may give you their own brief written comments during the meeting). All of these comments may not be useful to you, but you should consider them carefully. Remember, each evaluation is an *opinion* of how that person perceived you and your presentation. These opinions usually (but not always) will be helpful to your self-development.

Evaluation Guide for

The Ice Breaker

Title _____

Evaluator _____ Date _____

NOTE TO THE EVALUATOR: *In this speech the new member is 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 not to be concerned with body language. Be encouraging and point out the speaker's strong points while gently and kindly mentioning areas that could be improved. Strive to have the speaker look forward to giving another speech. Your evaluation should help the speaker feel glad about joining Toastmasters and presenting this speech. In addition to your verbal 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 could the speaker have done differently that would have improved the speech?

- ▶ What did you like about the presentation?