



Toastmasters International
CITY TOASTERS

Welcome to



CITY

TOASTERS



Toastmasters International

CITY TOASTERS

Monday * Noon – 1pm * Seattle Municipal Building * Room 4080 * 700 5th Avenue * Seattle, Washington



Toastmasters International CITY TOASTERS

Hello!

As President of City Toasters, I would like to welcome you to our community club. I hope you enjoyed our meeting today. We love having guests, so please feel free to visit as much as you'd like.

Toastmasters International (www.toastmasters.org) is the world's largest organization dedicated to improving speaking, listening, thinking, and leadership skills.

In a mutually supportive environment, members improve these skills by presenting speeches, evaluating fellow members, serving as club officers, performing meeting roles and participating in meetings.

It's challenging, rewarding, and most of all fun!

Please consider joining City Toasters.

If you have any questions or concerns, please feel free to contact me, or one of the officers listed below.

I hope to see you again!

Sincerely,

Sandra Philbrook

Sandra Philbrook
President
City Toasters Club #2541

Current Club Officers:

President	Sandra Philbrook	206-684-7878	sandra.philbrook@seattle.gov
V.P. of Education	Eric Mamroth	206-684-5420	eric.mamroth@seattle.gov
V.P. of Membership	Tamsen Spengler	206-684-0696	tamsen.spengler@seattle.gov
V.P. Public Relations	Greg Bennick	206-528-5500	impact@gregbennick.com
Treasurer	Edgar Haimerl	206-427-4629	edgar@Haimerl.eu
Secretary	Sandy May	206-369-6727	sandramay@yahoo.com
Sergeant-at-Arms	Brian Lally	206-262-0595	brian@brianlally.com
Past President	David Tarico	520-977-3875	dtarico@hotmail.com
Area 36 Governor	Matt Sullivan	206-266-0504	mattsul@amazon.com
Division C Governor	Sandra Philbrook	206-684-7878	sandra.philbrook@seattle.gov

CityToasters Website: www.cityofseattle.net/citytoasters

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Welcome!

We're so glad you could join us today for the regularly scheduled Toastmasters meeting. Our club, City Toasters, meets each Monday during the noon hour (except city holidays) at the Seattle Municipal Tower, 700 5th Avenue.

At City Toasters, we work together to help our members identify and achieve their speaking goals. Whether your goal is to deliver a specific speech (wedding toast, work presentation) or to improve your ability and ease speaking in front of others, we can help!

We have a standard format and agenda we follow and usually each person has an opportunity to speak. Members fulfill meeting roles and deliver prepared speeches, but Table Topics is open to all! Jump in and give it a try! Feeling some nervousness is normal. By practicing on a regular basis, you can learn to control your nervousness and make effective, memorable presentations.

Talk to any one of us and we'll attest to the personal benefits realized through Toastmasters - whether new to Toastmasters or as a seasoned member.

We would be very interested in your feedback from attendance at the meeting today. Please feel free to contact any of the officers with questions, suggestions or comments.

We are always interested in new members for our Club. On the other hand, we will welcome you back as many times as you'd like with no pressure to join.

We hope to see you again soon!

What speeches will I be giving if I join?

After you join, you begin working toward The CC (Competent Communicator) goal by completing a series of 10 speeches that are designed to improve your speaking by focusing on specific qualities. As outlined in the *Competent Communicator* manual, these speeches are:

1. The Ice Breaker	Tell us about yourself
2. Organize Your Speech	Learn how to write a speech
3. Get to the Point	Define the purpose of your speech
4. How to Say It	Vary your language for the audience and topic
5. Your Body Speaks	Learn the proper use of gestures
6. Vocal Variety	Vary volume, pitch, and rate for effective speeches
7. Research Your Topic	Collect information and support your points
8. Get Comfortable with Visual Aids	Learn how to use visual aids correctly
9. Persuade with Power	Inspire, convince and call people to action
10. Inspire Your Audience	Motivate the audience to improve their life

Each of these speeches builds on the skills you develop in the previous speeches. You are invited to work with a mentor who can guide and encourage you as you develop your speeches and prepare to deliver them.

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SAMPLE AGENDA AND MEETING ROLES

Agenda

Time	Speaker	Task	Duration
12:00pm	SERGEANT-AT-ARMS	Call Meeting to order Introduce TOASTMASTER	30 Seconds
12:01pm	TOASTMASTER	Introduce Guests Call on TIMER to explain Today's Time Requirements	1 Minute 1 Minute
12:05pm	TOASTMASTER	Call on WORDMASTER Call on AH COUNTER Call on JOKEMASTER	1 Minute 1 Minute 2 Minute
12:06pm	TOASTMASTER	Introduce SPEAKER #1	30 Seconds
12:06pm	SPEAKER # 1		5-7 Minutes
12:13pm	TOASTMASTER	Ask TIMER for a 2-Minute Evaluation Period Introduce SPEAKER #2	2 Minutes 30 Seconds
12:15pm	SPEAKER #2		5-7 Minutes
12:22pm	TOASTMASTER	Ask TIMER for a 2-Minute Evaluation Period Introduce TABLE TOPICS MASTER	2 Minutes 30 Seconds
12:25pm	TABLE TOPICSMASTER	Conduct Table Topics ("impromptu speaking") Call on TIMER to announce qualifiers for voting Conduct Vote for best Table Topics	15 Minutes 30 Seconds 30 Seconds
12:40pm	TOASTMASTER	Introduce GENERAL EVALUATOR	30 Seconds
12:41pm	GENERAL EVALUATOR	Call on SPEECH EVALUATOR #1 Call on SPEECH EVALUATOR #2 Call on AH-COUNTER Call on WORDMASTER Call on TIMER Call on TABLE TOPICSMASTER (Announce Winner) Give overall evaluation of meeting	2 Minutes 2 Minutes 1 Minute 1 Minute 30 Seconds 30 Seconds 2 Minutes
12:56pm	TOASTMASTER	Turn meeting over to the Presiding Officer	30 Seconds
12:58pm	PRESIDING OFFICER	Comments, Announcements, Close Meeting	2 Minutes

Overview of Meeting Roles

Role	Description of Role
AH COUNTER	Note words and sounds used as a "crutch" or "pause filler" by anyone who speaks during the meeting.
GENERAL EVALUATOR	Evaluates anything and everything that takes place throughout the meeting.
JOKEMASTER	Tells a 2-minute memorized funny and clean joke.
SERGEANT-AT-ARMS	Serves as master host and arranges room and equipment for each meeting.
SPEAKER	Presents a prepared speech based on a manual project objective.
SPEECH EVALUATOR	Gives a written and oral evaluation of one of the prepared speeches.
TIMER	Explains the timing rules and keeps track of time for each participant throughout the meeting.
TABLE TOPICSMASTER	Prepares and issues original topics, then randomly selects meeting attendees to respond in an impromptu manner.
TOASTMASTER of the Day	Acts as the genial host and conducts the entire program, including introducing participants.
WORDMASTER	Shares an unusual but usable word for us to learn and encourages every speaker to use the word at least once during the meeting.

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MEETING ROLES and TIPS

General Protocol: The lectern at front of room should never be abandoned. Stay until the next person has arrived, shake their hand, and be seated.

<p><u>Toastmaster</u></p> <ul style="list-style-type: none"> • Acts as host • Runs the meeting • Contacts speakers ahead of time and coordinates introductions (include speech #, title, time, other remarks) • Contacts General Evaluator about responsibilities • Sits near front of room • Leads the applause 	<p><u>Timer</u></p> <ul style="list-style-type: none"> • Gets timing equipment from lectern prior to beginning of meeting • Sits at back of room/table in easy view of speaker at lectern • Confirms timed requirements for each role prior to the start of the meeting • Keeps accurate time • Reports on times of various roles at end of meeting (from seat) • Returns timing equipment to lectern after meeting is over
<p><u>Wordmaster</u></p> <ul style="list-style-type: none"> • Prepares, displays, and encourages the use of a “word of the day” (from the lectern) • Records word of day usage • Reports on word of day usage 	<p><u>Jokemaster</u></p> <ul style="list-style-type: none"> • Tells a joke or humorous story/joke to ‘warm up’ the audience (from the lectern)
<p><u>Speaker</u></p> <ul style="list-style-type: none"> • Prior to the meeting writes name, date, and title on the evaluation form and photocopies enough forms (10-15) to bring to the meeting • Prior to the meeting discusses with the assigned Evaluator any goals and concerns • Provides a 30-second introduction to the Toastmaster prior to the speech • Gives manual to the assigned Evaluator • Has VP Education sign completion record in manual to provide credit for each speech • Prepares speech, working with a mentor if desired • Presents speech from lectern 	<p><u>Ah Counter</u></p> <ul style="list-style-type: none"> • Record sums, ahs, and-so, and other pause fillers • Reports at the end of the meeting from seat <p><u>Table Topics Master</u></p> <ul style="list-style-type: none"> • Purpose: gives a number of members a chance to speak - helps people to learn to think on their feet • States the purpose of the topics session • Encourages speakers to use word of the day • Makes sure everyone knows time limits • Brings several topics suitable for people to talk about for 1-2 minutes each and presents Table Topics from lectern • Awards ‘best table topic speaker’ ribbon at end of meeting (from lectern) <p><u>Table Topics Participant</u></p> <ul style="list-style-type: none"> • Addresses the topic when called up by Table Topic Master Can volunteer as well • Presents standing, does <u>not</u> walk up to the lectern

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General Evaluator

- Reminds Speech Evaluators of their roles, prior to the meeting
- Watches flow of meeting
- Serves as the Speech Evaluator's Evaluator
- Gives overall evaluation of meeting (from lectern): start time; flow of meeting; evaluate Speech Evaluators presentations; commends the participants for their roles and points out the best things they did; thanks everyone for their support of the meeting
- Calls for Wordmaster
- Calls for Ah Counter Report
- Calls for Table Topics winner
- Calls for Timer's Report

Speech Evaluators

- Knows the speech number, time and goals of speaker
- Gets the speaker's manual for written evaluation
- Presents evaluation: Commend, Recommend, Commend (from lectern)
- Returns manual to speaker

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PROTOCOL TIPS

Suggested ways of addressing various people at a Toastmaster Meeting

All Members: Toastmaster (last name) [City Toasters no longer uses this convention]

Club President: Mr. President or Madam President

Any other Club Officer: Mr. (officer title) or Madam (officer title)

Master of Ceremonies: Mr. Toastmaster or Madam Toastmaster

Table Topics Master: Mr. or Madam Topic Master or Table Topic Master

General Evaluator: Mr. or Madam General Evaluator

Opening to Speak: Address the presiding member who gave you "permission to speak," or who introduced you (i.e. "Mr. President"), in the business meeting, or if giving a speech, table topic, or evaluation, "Madam Toastmaster, Mr. Topic Master," etc. as appropriate. Follow up with "Fellow Toastmasters and welcome guests," or other similar greeting, so as to include everyone present.

Logistics and Preparation

Giving Control of Lectern

- The person in control of the lectern should address the next person and step back.
 - If you are announcing, start the applause.
 - If you are a speaker, drop hands to sides (no need to applause).
- When next person reaches lectern, address the person by title and name, and then shake hands. Do not leave the lectern until the next person takes control.
- Person leaving the lectern should exit in the opposite direction the next speaker came from. If not possible, shake hands, step back and let the new speaker cross in front to take control of the meeting.

Applause

- Clap when a person is introduced / announced and when someone finishes speaking.
- The Toastmaster or announcer should lead the applause.
- When someone is approaching the lectern, applause continues until control of the lectern is exchanged.

Giving an Award

- When exchanging the item, shake with the right hand and give the award with the left crossing over the handshake.

When to go to the Lectern

The following are the positions that are expected to report/speak from the front of the room:

- Toastmaster
- Jokemaster
- Wordmaster
- Speaker
- Table Topics Master
- General Evaluator
- Speech Evaluator

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Thanks to Emerald Coast Toastmasters # 1919, <http://emeraldcoast.freetoasthost.org/index.html>

10 Tips For Successful Public Speaking

Feeling some nervousness before giving a speech is natural and healthy. It shows you care about doing well. But, too much nervousness can be detrimental. Here's how you can control your nervousness and make effective, memorable presentations:

1. **Know the room.** Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
2. **Know the audience.** Greet some of the audience as they arrive. It's easier to speak to a group of friends than to a group of strangers.
3. **Know your material.** If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.
4. **Relax.** Ease tension by doing exercises.
5. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear, and assured. When you visualize yourself as successful, you will be successful.
6. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative, and entertaining. They don't want you to fail.
7. **Don't apologize.** If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. Keep silent.
8. **Concentrate on the message -- not the medium.** Focus your attention away from your own anxieties, and outwardly toward your message and your audience. Your nervousness will dissipate.
9. **Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm.
10. **Gain experience.** Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need.

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Explanation of Dues

Dues are renewed each 6 months.

When a member joins for the first time, there is a \$20 new member fee. This covers the cost of the New Member Kit and processing. The New Member Kit includes the Competent Communicator Manual (the first 10 speeches) and the Competent Leader Manual. It also includes information about effective public speaking and effective evaluation.

Regular dues are paid to the City Toasters treasurer each six months. These dues support both Toastmasters International and local club activities. The new member fee will not need to be paid again.

Example Toastmasters Dues -- Paid Every Six Months

New Member		Renewal	
One-time only New Member Dues	\$20.00	New Member Dues	\$0.
Toastmasters International Dues for 6 months*	\$27.00	Toastmasters International Dues for 6 months*	\$27.00
City Toasters dues	\$6.00	City Toasters dues	\$6.00
Total:	\$53.00		\$33.00

* Toastmasters Dues are pro-rated at \$4.50 per month

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