

Franklin Toastmasters



Tell me and I forget.
Teach me and I may remember.
Involve me and I learn.

Be the Speaker and Leader you want to be!

Toastmasters International Franklin Toastmasters, Club #524 Westerville, OH

Initial credit to: <http://www.toastofchicago.org/GuestPacket.pdf> This document served as the inspiration and model on which our club version is based. Many thanks to District 30.

Welcome Visitor,

Thank you for your interest in the Franklin Toastmasters Club. We value your time and effort.

We are part of the worldwide Toastmasters organization and meet weekly to improve our public speaking, communication, and leadership skills. Our primary goal is to help each other become better speakers. We hope that attending a meeting of our club will give you a good idea of what we are about. We try to make each meeting productive, interesting and fun. We strive to maintain a friendly, nurturing and supportive environment.

Please be sure to fill out our visitor's book so we can be contact you. We hope you will include an email address we can use to send you a follow-up questionnaire concerning your experience at our meeting.

Feel free to approach any club member to ask questions you may have about our meetings or Toastmasters in general. We welcome your comments and suggestions about how our club can support you. There is a full length electronic version of this letter with helpful additional information at <http://www.franklin524toastmasters.com/Docs/GuestWelcome.pdf>

We want you to feel comfortable at our meetings. If our club goals coincide with and support your goals, we invite you to join our club. A membership form is available in our visitor packet and on our web site if you have already decided to join us. Of course, you can attend several meetings as a guest, and you are always encouraged to bring a friend.

Thanks for taking time from your busy schedule to visit with us, and we hope to see you many times in the future.

Sincerely,

Chris Quinn
President
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*Meeting each Thursday morning, 7:00-8:00 a.m.
6000 Cooper Road
Westerville, OH 43081
&
4th Tuesday of each month, 6:00 p.m.
Westerville Public Library*

*Club web site: <http://franklin524toastmasters.com/>
District web site: <http://www.d40toastmasters.org/>
International web site: <http://www.toastmasters.org>*

The Toastmasters Experience and How It Works

The Toastmasters program is not a college, trade school, or other formal course in public speaking. There are no instructors, professors, or classrooms. No one's work is graded and no tests are administered. In Toastmasters, members learn by studying the manuals, practicing, and helping one another. Learning takes place in the Club environment. Club meetings are workshops where you study and practice communication and leadership skills with others who are there for the same reason as you. You learn by doing and by watching fellow Club members.

During Club meetings you will build "quick thinking" skills as you give one-to-two-minute speeches on general subjects during Table Topics. You'll introduce speakers, conduct meetings and perform other roles that will give you plenty of practice in a variety of communication experiences, but your greatest learning will come from preparing and presenting speeches based on the projects in the manual.

The manual has 10 speech projects, each designed to develop your speaking skills one step at a time. Every project builds upon what you have learned in the preceding project, so you should present the speeches in numerical order. The first speech is the Ice Breaker, the subject is yourself. In subsequent speeches you will learn the importance of speaking sincerely, how to effectively organize a presentation, how to use body language and voice to convey your message, word choice and props. Read carefully each project and "Evaluation Guide" in your workbook before you prepare your speech.

Most of your talks will be 5-7 minutes. You will receive verbal and written feedback from an evaluator on each speech you give. The evaluator provides a personal opinion of your talk, pointing out its strengths and offering suggestions for improving your next speech. As you gain more experience you will evaluate the speeches of others.

The Mission of the Club

Is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

Meeting Participation

In order to benefit most from meetings, please:

- Applaud at the introduction of each speaker and again at the end of the speech (the Toastmaster equivalent of a group hug). It is part of the nurturing environment that grows personal progress.
- Write some comments on the small speech evaluation form for each speaker.
- If you're willing, speak in response to Table Topic questions.
- Ask questions of the members before and after the meeting.
- Let us know how our club can help you achieve your goals.
- Tell us your reaction to the meeting.
- Plan to return for another look.

You have taken an important first step towards improving your communication skills by expressing interest in our program. The next steps are:

- Determine where you stand as a speaker and form a written plan for areas you want to improve in.
- Participate in our next meeting.
- Talk with club members/officers and request a mentor.

We welcome your questions and input.

Cast of Characters

When you attend your first few meetings it will be helpful to know the cast of characters. Other than the Presiding Officer, meeting positions are filled by those volunteering at previous meetings.

Toastmaster: The “Master of Ceremonies”; the Toastmaster introduces the various participants in the meeting and leads the meeting.

Speakers: Typically there are two to four speakers. Each one gives a prepared manual speech, usually 5 to 7 minutes. Each speech has specific objectives that are listed in the speech manual the member is working from.

Table Topics Master: The Table Topics Master helps members practice thinking on their feet. A general interest topic is selected and questions posed to the audience (you may be asked to participate).

General Evaluator: The General Evaluator provides constructive feedback on the meeting in general. In charge of the Evaluation portion of the meeting, the person filling this role introduces and calls for reports from each Evaluator, the Timer, and the Grammarian.

Evaluators: Evaluatiopn motivates speakers to both continue speaking and to improve. The Evaluator highlights the areas the speaker excelled in, and offers constructive suggestions to help the speaker improve. The Evaluator gives an oral review as well as a written review in the speaker’s manual.

Timer: Because one of the purposes of Toastmasters is to ensure our members learn how to express a thought within a specific time, the Timer records and reports the time used by Table Topic speakers, Speakers, and Evaluators.

Grammarian: Checks each participants’ grammar and counts audible pauses such as “ah”, “uh” and “you know”. The Grammarian supplies a “word of the day” for participants to use and names those that use it while speaking.

Vote Counter: This person counts the votes for Best Speaker, Best Evaluator, and best Table Topics Speaker, and then announces the winner.

Cost of Membership

So how much does all this cost? The new membership fee varies based on the time of year that you join. New members are required to pay:

- A new membership fee of \$20.00. This payment goes to Toastmasters International and pays for the two initial Toastmaster manuals provided (the Competent Communicator and the Competent Leader manual) as well as other new member materials;
- A monthly Toastmaster International membership fee of \$4.50. This fee is prorated according to the month in which you join.
- A semi-annual club membership fee of \$6.00 to help pay for club supplies and awards.

The table below shows the initial membership fee based on month of the year joined:

Month Joined	Signup Fee	Int'l dues	Club dues	Total
January	\$20.00	\$13.50	\$6.00	\$39.50
February	\$20.00	\$9.00	\$6.00	\$35.00
March	\$20.00	\$4.50	\$6.00	\$30.50
April	\$20.00	\$27.00	\$6.00	\$53.00
May	\$20.00	\$22.50	\$6.00	\$48.50
June	\$20.00	\$18.00	\$6.00	\$44.00
July	\$20.00	\$13.50	\$6.00	\$39.50
August	\$20.00	\$9.00	\$6.00	\$35.00
September	\$20.00	\$4.50	\$6.00	\$30.50
October	\$20.00	\$27.00	\$6.00	\$53.00
November	\$20.00	\$22.50	\$6.00	\$48.50
December	\$20.00	\$18.00	\$6.00	\$44.00

Once initial membership fees are paid the normal fixed semi-annual membership dues of \$33.00 are payable by October 1st and April 1st of each year. The initial membership fees vary based on the month of the year joined to get every new member on the semiannual dues schedule. The club collects the entire amount, keeping it’s portion and forwarding the remainder to Toastmasters International headquarters.

Please make checks payable to Franklin 524 Toastmasters.

What You Receive for Your Signup Fee

Within two weeks, you will receive a New Member Packet from Toastmasters International in Mission Viejo, CA. This packet will contain:

- Competent Communication Manual
- Competent Leadership Manual
- Effective Evaluation Manual (tips and techniques for giving helpful evaluations)
- Your Speaking Voice Manual (tips for adding strength and authority to your voice)
- Gestures: Your Body Speaks Manual (how to become skilled in nonverbal communication)

If you do not receive this packet within two weeks, please let the Vice President of Membership or the President know.

Continuing Benefits of Membership

Other continuing benefits of Toastmasters membership are:

- You will receive a monthly Toastmaster magazine. Each issue contains articles on public speaking and leadership issues as well as general Toastmasters news.
- Upon completion of the Competent Communicator level, and every level thereafter, Toastmasters International will supply two free Advanced Speech manuals of your choice for your continuing speaking and educational level advancement.
- You can attend semi-annual District 40 Toastmasters Leadership Institute.
- You will learn how to better communicate on the job... with your boss, your subordinates and your associates, will be more effective.
- Your communication at home will also be easier and more effective.
- You can develop more effective community involvement by learning how to get things done.
- You will gain increased confidence from the experience of public speaking.
- You will become more at ease in social situations, meeting people, and conversations.
- You will be better able to speak up for yourself and for those things you believe in.
- You will develop the ability to successfully respond to unexpected, on-the-spot questions.

Some Quotes Concerning Toastmasters

Peter Coors, CEO – Coors Brewing Company

“As my career grew with the company, I needed to develop my communication skills more and more... I’ve learned a great deal about speaking and listening and now realize the importance of the overall program. For me, it took getting into a formal organization – such as Toastmasters – to understand what total communication is all about.”

Debbi Fields Rose, Founder – Mrs. Fields Cookies

“I’d never thought of myself as a great communicator, and that’s one of the reasons I got involved in [Toastmasters]. The idea of getting in front of a group, not as Mrs. Fields but really as Debbi, made my knees shake, and I’d get all dry-mouthed. But the Toastmasters group understood. Here’s a place where you can learn , grow, develop – and where other people are doing and feeling the same thing.”

The Competent Communication Manual

During your membership in Toastmasters, you will be encouraged to complete the 10 *manual speeches* from the *Competent Communication Manual*. Although you will pick the specific topic yourself for each of those speeches, each speech has several objectives. The manual and other materials that you will be given will help you achieve these objectives. The speeches you will be giving are listed below so that you can see the types of skills you will be improving. **Each speech's objectives build on the skills you learned in the previous speeches, so it's important (though not required) that you complete them in order.**

Speech	Name and time	Objectives
1	The Ice Breaker TIME: 4 - 6 Minutes.	<ul style="list-style-type: none"> • Learn to begin speaking before an audience. • Discover skills you already have and skills that need some attention • Introduce yourself to your fellow club members.
2	Organize Your Speech TIME: 5 - 7 Minutes.	<ul style="list-style-type: none"> • 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 TIME: 5 - 7 Minutes.	<ul style="list-style-type: none"> • Organize the speech in a manner that best achieves those purposes. • Ensure the beginning, body, and conclusion reinforce the purpose. • Project sincerity and conviction and control any nervousness you may feel. • Strive not to use notes.
4	How To Say It TIME: 5 - 7 Minutes.	<ul style="list-style-type: none"> • 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 TIME: 5 - 7 Minutes.	<ul style="list-style-type: none"> • Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose. • Make your body language smooth and natural.
6	Vocal Variety TIME: 5 - 7 Minutes.	<ul style="list-style-type: none"> • Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message. • Use vocal variety smoothly and naturally.
7	Research Your Topic TIME: 5 - 7 Minutes.	<ul style="list-style-type: none"> • Collect information about your topic from numerous sources. • Carefully support your points and opinions with specific facts, examples and illustrations gathered through research.
8	Visual Aids TIME: 5 - 7 Minutes	<ul style="list-style-type: none"> • 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 Minutes.	<ul style="list-style-type: none"> • 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 TIME: 5 - 7 Minutes.	<ul style="list-style-type: none"> • 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.

Advanced Manuals

When a member completes the ten Competent Communication manual speeches shown above, the Competent Communicator (CC) designation is awarded. At that time, Toastmasters International will supply any two of the Advanced Manuals listed below for the continued development of the members speaking skills:

Humorously Speaking: How to warm up your audience, leave them with a smile, make them laugh, keep them laughing, and the humorous speech.

The Entertaining Speaker: 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 at dinner.

Speaking to Inform: How to give a demonstration talk, the fact-finding report, the abstract concept, and resources for informing.

Public Relations: Building goodwill through public speaking, persuading an audience, speaking to a hostile audience, and speaking to the media.

The Discussion Leader: Provides instruction in the four different methods of leading a group discussion. An ideal manual for managers, trainers, and administrators.

Specialty Speeches: Covers impromptu speeches, sales presentations, introductions, inspirational speeches, and oral interpretations.

Speeches By Management: How to handle a variety of speaking situations managers encounter in the work environment. Topics include: briefings, technical speeches, motivational speeches, and status reports.

The Professional Speaker: Covers the keynote address, the entertaining speech, sales training speech, the seminar and the motivational speech.

Technical Presentations: Covers the technical briefing, the proposal, speaking to the non-technical audience, presenting a technical paper, and giving a "team" technical presentation.

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: How to present editorials, guest/interview programs, press conference, and training via television.

Storytelling: How to tell a folk tale, personal story, stories with morals, touching stories, and the historical story.

Interpretive Reading: Instruction in interpretive reading skills: presentation of stories, poetry, monodrama, plays and oratorical speeches.

Interpersonal Communications: Build strong interpersonal communication skills including: conversing with ease, handling criticism, negotiating, coaching to improve performance, and expressing dissatisfaction effectively.

Special Occasion Speeches: Provides instruction in giving toasts, speaking in praise, "roasting" someone, and presenting or accepting awards.

The Competent Leadership Manual

At the same time that a Toastmaster is working on speaking skills through the Competent Communication manual, the development of leadership skills is encouraged by use of the *Competent Leadership Manual*. The manual supplied helps one achieve many objectives in learning how to be a better leader in any organizational setting.

Project	Title	Objectives
1	Listening and Leadership	<ul style="list-style-type: none"> • Determine your current listening skills • Identify the seven steps to better listening • Practice listening skills in various club meeting roles
2	Critical Thinking	<ul style="list-style-type: none"> • Determine your current thinking skills • Practice critical-thinking skills in various club roles
3	Giving Feedback	<ul style="list-style-type: none"> • Determine your current skills in giving feedback • Identify the steps in giving feedback effectively • Practice giving feedback in various meeting roles
4	Time Management	<ul style="list-style-type: none"> • Determine your current time-management skills • Identify steps to effectively manage time • Practice time-management skills in various club roles
5	Planning and Implementation	<ul style="list-style-type: none"> • Determine current planning and implementation skills • Identify steps in planning and implementation process • Practice planning and implementation skills in various club roles
6	Organizing and Delegating	<ul style="list-style-type: none"> • Determine current skills in organizing and delegating • Identify steps in the organization and delegation process • Practice skills in organizing and delegating during various club roles
7	Developing Your Facilitation Skills	<ul style="list-style-type: none"> • Determine your present facilitation abilities • Identify facilitation strategies • Practice facilitation skills in various meeting roles
8	Motivating People	<ul style="list-style-type: none"> • Determine your current motivational skills • Identify conditions that motivate people • Practice motivational skills while serving in club roles
9	Mentoring	<ul style="list-style-type: none"> • Determine your current mentoring skills • Identify the steps in being a good mentor • Practice mentoring skills in various club roles
10	Team Building	<ul style="list-style-type: none"> • Determine your current team-building skills • Identify the steps in building a team • Practice team-building skills while serving in various club roles

Toastmasters Vocabulary

Mike Raffety, DTM, Candidate for Region V International Director

AC	Any of AC-B, AC-S or AC-G (formerly ATM, Able Toastmaster or Advanced Toastmaster)
AC-B	Advanced Communicator Bronze educational award (comes after CC)
AC-S	Advanced Communicator Silver educational award (comes after AC-B)
AC-G	Advanced Communicator Gold educational award (comes after AC-S)
AG	Area Governor (serves 3-7 clubs)
AL-B	Advanced Leadership Bronze educational award (comes after CL)
AL-S	Advanced Leadership Silver educational award (comes after AL-B)
Area	3-7 clubs make up an area with an Area Governor
AS	Accredited Speaker
C&L	Communications and Leadership (as in C&L award)
CL	Competent Leadership award
CSP	Club Success Plan (putting names and dates to the DCP)
CC	Competent Communicator educational award (first award, formerly Competent Toastmaster or CTM)
DC	District Council, club presidents and VP-Eds and DEC, meets twice a year
DCP	Distinguished Club Plan
DEC	District Executive Committee (AGs, DivGs, top three and a few more)
District	60-300 clubs make up a district with areas and divisions
DivG	Division Governor (serves 3-7 areas)
Division	3-7 areas make up a division with a Division Governor
DG	District Governor (serves 4-6 divisions, 60-300 clubs)
DTM	Distinguished Toastmaster award (comes after AC-G and AL-S)
DCP	Distinguished Club Plan
ID	International Director (18 globally, 2 per region)
IP	International President (one globally, also 1 st VP, 2 nd VP and 3 rd VP)
IPDG	Immediate Past District Governor
IPP	Immediate Past International President
LGET	Lieutenant Governor Education & Training (district level)
LGM	Lieutenant Governor Marketing (district level)
OCL	Old CL award, available until 6/30/08, similar to new AL-B
PDG	Past District Governor
PID	Past International Director
PRO	Public Relations Officer (district)
Region	8-12 districts make up a region; there are nine regions globally
S@A/SaA	Sergeant at Arms (club)
TI	Toastmasters International
TLI	Toastmasters Leadership Institute (club officer training and more)
TM	Toastmasters
Top Three	District Governor, LGET, and LGM (district)
VP	Vice President (any of VP-Ed, VP-Mem, or VP-PR)
VPE	Vice President Education (club)
VPM	Vice President Membership (club)
VPPR	Vice President Public Relations (club)
WHQ	World Headquarters (see TI)