

To our Guest:

We enjoyed having you as a guest at our Toastmasters meeting today, and the opportunity to better acquaint you with One State Street Toastmasters.

We hope you will have time to review this handout material. If you have further questions feel free to get back to us for some additional information. Please feel free to contact any of the OSST Toastmasters. My name is _____, you may call _____, or email _____, or visit our web site at www.osst.us.

We meet every Wednesday at 11:50AM, you are invited to visit us again or join OSST and share with us the advantages and benefits offered by Toastmasters International.

Again, it was a pleasure to have you at our meeting and we look forward to seeing you again.

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### **The Vision of Toastmasters**

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

### **OSST Information**

Name: One State Street Toastmasters

Club #: 6613

Chartered: September 10, 1990

Meeting: Every Wednesday, 11:50AM to 12:50PM

Address: One State Street, Hartford CT

Contact: 860-722-5209 or [vppr@osst.us](mailto:vppr@osst.us)

Web Site: [www.osst.us](http://www.osst.us)

### **Our Club Mission**

The mission of a Toastmasters 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.

### **A Toastmaster's Promise**

As a member of Toastmasters International and One State Street Toastmasters, I promise...

- To attend club meetings regularly;
- To prepare all of my speeches to the best of my ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communication and Leadership Program manuals;
- To prepare for and fulfill meeting assignments;
- To provide fellow members with helpful, constructive evaluations;
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow;
- To serve my club as an officer when called upon to do so;
- To treat my fellow club members and our guests with respect and courtesy;
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers;
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs;
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

**More at [www.osst.us](http://www.osst.us)**

# 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.

# Frequently Asked Questions

## What is Toastmasters?

Toastmasters International is a non-profit educational corporation headquartered in Rancho Santa Margarita, California. Its mission is to improve communication and leadership skills of its members. Improving public speaking skills is a key element but there is also a potent leadership and management aspect.

In October 1924, 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.

All Toastmasters members belong to one or more clubs. Clubs consist of at least eight members and may have forty or more. The recommended size for a club is twenty or more. Clubs exist in communities around the world, especially in North America, and it's a rare locality in the United States that doesn't have at least one Toastmasters club within thirty minutes' driving time. There are, at present, over 11,000 clubs around the world serving close to 250,000 people.

## What Happens at a Meeting?

Meetings at One State Street Toastmasters are one hour and generally follow the format:

- A brief business meeting lead by a club officer
- Introduction of the Toastmaster of the meeting, who presides over the program for that day and explaining the meeting to guests as the meeting goes along
- Prepared speeches from members
- Impromptu speeches from members (know as Table Topics)
- Oral evaluations of the prepared speeches
- Reports from other members on speech times, Grammarian reports, and a General Evaluation of the meeting.
- Awards, Announcements, & Adjournment.

## What are the Fees?

### **For the New Member:**

One time, New Member Fee \$20

*(Covers costs of New Member Kit, Basic C&L Manuals, and processing.)*

Plus, \$27 for International dues and \$6 local club dues.\*

### **For the Dual, Transfer, or Reinstated member:**

\$27 for International dues and \$6 local club dues.\*

### **Semi-Annual Renewing Member Dues:**

\$27 for International dues and \$6 local club dues.

Payable on or before April 1<sup>st</sup> and October 1<sup>st</sup>.

\* *Dues may be reduced according to month joined.*

*(Effective Monthly Dues is \$4.50 for International and \$1 for the local club, totaling \$5.50)*

# What is a "Prepared Speech"?

Upon joining One State Street Toastmasters, each new member receives a set of educational materials that includes the Basic Communication manual. The manual contains a series of speech assignments that provide instruction and practice in the basic techniques of public speaking. Upon completing the manual, a Toastmaster will know how to organize and present a dynamic and effective speech.

As a member you will be scheduled a few weeks in advance to present a speech from the manual. You can then review the goals of the speech assignment and prepare a speech on whatever you like, while paying attention to the objectives and goals. On the day of the meeting you will meet with your evaluator, discuss any special goals you want to work on, and then present your speech to the club. Later in the meeting your evaluator will give an oral review of your speech. The purpose of the commentary is to show you what you are doing well, what you need to work on, so you are constantly improving.

# What speech projects do I work on?

There are ten speeches in the Basic Manual which can be divided into three broad categories: (1) beginning speeches, (2) "mechanical" speeches, and (3) "put it all together" speeches. We suggest that speeches #1 through #3 should be given in order and #10 should be the last speech. Outside of those limitations, there is considerable flexibility within each group as to the order you present them.

The generic titles, time limits, and objectives of the speeches in the basic manual are as follows:

| <b>GROUP I: BEGINNING SPEECHES</b>                       |                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1 - The Ice Breaker<br>(4 - 6 minutes)                  | <ul style="list-style-type: none"> <li>- Begin speaking before an audience.</li> <li>- Help you understand what areas require particular emphasis in your speaking development.</li> <li>- Introduce yourself to your club members.</li> </ul>                                                                             |
| #2 - Organize Your Speech<br>(5 - 7 minutes)             | <ul style="list-style-type: none"> <li>- Organize your thoughts into a logical sequence that leads the audience to a clearly defined goal.</li> <li>- Build a speech outline that includes an opening, body, and conclusion.</li> </ul>                                                                                    |
| #3 - Get to the Point<br>(5 - 7 minutes)                 | <ul style="list-style-type: none"> <li>- Organize a speech in a manner that has a general and specific purpose.</li> <li>- Ensure the beginning, body, and conclusion reinforce the purpose.</li> <li>- Project sincerity and conviction and control any nervousness you may have.</li> </ul>                              |
| <b>GROUP II: MECHANICAL SPEECHES</b>                     |                                                                                                                                                                                                                                                                                                                            |
| #4 - How to Say It<br>(5 - 7 minutes)                    | <ul style="list-style-type: none"> <li>- Select precisely the right words required to communicate your ideas clearly, vividly, and appropriately.</li> <li>- Avoid lengthy words and sentences and jargon.</li> </ul>                                                                                                      |
| #5 - Your Body Speaks<br>(5 - 7 minutes)                 | <ul style="list-style-type: none"> <li>- Learn the value of gestures and body movements as part of a speech.</li> <li>- Explore the different ways of using body language.</li> <li>- Develop a sense of timing and natural, smooth body movement.</li> </ul>                                                              |
| #6 - Vocal Variety<br>(5 - 7 minutes)                    | <ul style="list-style-type: none"> <li>- Explore the use of voice volume, pitch, rate, and quality as assets to your speaking.</li> <li>- Achieve a pleasing natural voice quality when speaking.</li> </ul>                                                                                                               |
| <b>GROUP III: PUT IT ALL TOGETHER SPEECHES</b>           |                                                                                                                                                                                                                                                                                                                            |
| #7 - Research Your Topic<br>(5 - 7 minutes)              | <ul style="list-style-type: none"> <li>- Learn to select information about a topic from numerous sources.</li> <li>- Carefully support your points and opinions with specific facts examples and illustrations gathered through research.</li> </ul>                                                                       |
| #8 - Get Comfortable with Visual Aids<br>(5 - 7 minutes) | <ul style="list-style-type: none"> <li>- Learn to select visual aids that are appropriate for your message.</li> <li>- Use the visual aids correctly and with confidence.</li> </ul>                                                                                                                                       |
| #9 - Persuade with Power<br>(5 - 7 minutes)              | <ul style="list-style-type: none"> <li>- Present a talk that persuades the audience to accept your proposal or viewpoint.</li> <li>- 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.</li> </ul> |
| #10 - Inspire Your Audience<br>(8 - 10 minutes)          | <ul style="list-style-type: none"> <li>- Understand the mood and feelings of your audience on a particular occasion.</li> <li>- Put those feelings into words and inspire the audience, using all the techniques you have learned so far.</li> </ul>                                                                       |