

Toastmasters ... Brief Description

7-May-02

Toastmasters can help you

- **Conquer** the **fear** of speaking to a group
- Become a more **effective** speaker by improving **presentation** skills
- Improve **listening** skills and **people skills**
- Gain **confidence** and develop **clear thinking**
- **Think quickly** on your feet
- Improve **humor** skills
- Develop **communication skills** vital to **personal** and **business** growth
- **Become** more **interesting** to others
- Learn **Parliamentary Procedures** (Robert's Rules of Order)
- Develop skills to be a **Master of Ceremonies**
- Develop and refine your **leadership** skills

Typical Membership Costs

- First time members pay \$16 to Toastmasters International (TI) for manuals, etc.
- First time members pay \$5 to local club.
- Monthly costs: \$4 / month (payed in six month increments) ... \$3 to TI and \$1 to local club

General Info

- **Meet weekly** with regular business meetings and educational meetings.
- **Business meetings** are short (less than 10 minutes) ... can practice parliamentary procedures. **Educational meetings** consume the remainder of the meeting.
- **Assignments** rotate every week ... Speaker, Grammarian, Evaluator, etc. Over a period of time each person will have the opportunity to fill each type of assignment.
- **Not a lot of work** ... only extra effort is preparing for a short 5-7 minute speech (probably once in six weeks) and serving as Toastmaster for the Day (probably once in three months).
- Go at your **own pace**. There are no requirements about how often a person speaks.
- **Everybody** will (should) **participate** at every meeting.
- **Start on time / stop on time** ... people are busy ... need to stay on schedule.
- **Choose any topic** for speeches. Each speech focuses on a specific aspect of speaking. At first learn ways to control nervousness and organize a speech. Later learn ways to use body language and vocal variety (pitch, volume, and rate) to enhance a speech.
- There are **ten speeches** in the CTM manual (Competent Toastmaster Manual). After completing CTM, move on to advanced manuals (focus on topics such as story telling, speaking on television, or humor).
- **Evaluating** helps a person increase skills in listening and speaking tactfully. Begin with numerous positive comments, list one or two constructive comments, and end on a positive note. Verbal evaluations help everyone learn quickly.
- **Lots of applause!** Encourages people and makes them feel good.
- **Lots of humor!** Learn lots. Have lots of fun. Leave looking forward to the next meeting.