



DIPLOMATIC DISPATCH

A publication of Diplomatic Toastmasters, Evanston, Illinois

District 30, Club 4378

Building Bridges Through Communications

Editor : Christine Brown

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Perfecting Your Speech

By Shari Woods, CL, CTM



Many of us are challenged preparing to give our speech. Mostly, we have trouble with thinking of topics and getting to a point. When I create a speech, I use the following process that helps me find a topic quickly and cover the main points in the allotted time.

A few weeks prior to working on a speech, I normally have a topic bouncing around in my head. I get

topics from events or experiences I come across in my daily activities. For example, my speeches are often based on a trips I have taken, a situation I am dealing with at work, situations I have been experiencing since childhood, my interest in sports and caring for dogs.

After selecting the topic, I begin by writing an outline that includes the main points I want to cover in the speech. Then, I write the speech in story form - just as if I am telling a story to a friend. I write until everything I want to say about the main points is on paper. Next, I time the speech while reading it out loud to make sure it is at least 5 minutes and no more than 7 minutes. If I don't have enough ideas to make the time limit, I add more fluff to the speech. If it is too long, I cut some points but make sure the

remaining content still addresses the topic.

To complete the process, I reread the speech to make sure I have the proper timing and to make sure I have it memorized. I discovered that picking out important cue words in a speech helps memorization. It takes approximately 20 reads to fully memorize my speech. Memorization is the best way I gain confidence to give speeches without notes and without making mistakes.

Practice these tips and you'll see success when you give your next speech.

Shari Woods, CTM, CL is the 2004-2005 Diplomatic Toastmasters Club President

CLUB NEWS

Two Diplomatic Members Win Trophies at Area Speech Contest

Congratulations to **Stuart Jamesse** and **Shari Woods** as they represented Diplomatic Toastmasters in the Evaluation and Humorous Speech at the area contest held Saturday, September 18. Both members received second place trophies for their participation.

They were selected to represent Diplomatic after winning first place in



our club's speech contest held Monday, August 30. The contest included the participation of several members who served in key roles. **Christine Brown** placed second in evaluation and **Mike Meyers** placed second in the humorous speech. Also

participating in contest were **John Weinberger** and Terri Heath. In addition, club members served in roles: **Tami Lewis** (Toastmaster), **Linda Graham** (Chief Judge), **Marina Korinets** (Target speaker for evaluation contest), **Steve Precht** and **Kimberly Hobley** (Timers), and **Rhonda Craven** (Sergeant at Arms).

WELCOME

New Members

August 2004

Kimberly Hobley

Welcome Back

Brian Kyckelhahn



Never Easy, Always Fun

By Kenneth Johnson, CTM

Sitting in the audience at my first Toastmasters meeting in nearly two months, I felt slightly distracted. The summer's activities were winding down and my calendar was still full of activities to attend. In spite of my mental distraction, I tried to focus on the evening's Toastmaster, Marina Korinets, who told us that it was her first time as Toastmaster. Her

admission surprised me because she is a very active member. Thoughts of the next day's events invaded my mind. "You're too busy to come back," I said to myself. I leaned forward in my seat to listen more intently to Marina. She said, "Here at Diplomatic Toastmasters, our meetings are never easy, but always fun."

The phrase "**Never easy, always fun**," best described my experience at the meeting. Through table topics, word and joke of the day, I laughed and tried to speak my best when called to the lectern. The evening's speeches were well crafted, insightful and came from diverse perspectives. This is what makes Diplomatic Toastmasters so interesting. We have speakers from all over the world - Russia, Japan,

India, Jamaica and even Boston. Every meeting is a positive environment that offers the opportunity to grow and share with people who share my determination to become a better speaker.

At the end of the meeting, I felt renewed and looked forward to next meeting. Thanks Marina, it wasn't easy but it sure was fun.



Joke to Remember



Q. How many Toastmasters does it take to change a light bulb?

A. Five!

One to introduce.
One to speak about why and how it needs changing.
One to evaluate the changing process.
One to time.
One to be the Table Topics Master on what kind of bulb should be used.

Joke by Peter Merkle

Save the Date

November 19 & 20 "It's Magic" Fall Conference

Sheraton Suites,
121 Northwest Point Boulevard,
Elk Grove, IL 60007
(847) 290-1600
Evaluation Contest * Educational
Sessions * Registration Desk *
Peanut Fares * Humorous Speech
Contest
Contact Shar Gildersleeve, DTM;
LLCOACHING@AOL.Com

Have a great idea to share?

**Submit it to Diplomatic Dispatch
Deadline for December 2004
issue is Friday, December 3.**

Limit articles to 250 words.
Email entry to Christine Brown.
All members encouraged to submit.

Visit our websites

District 30:

www.toastofchicago.org

Toastmasters International:

www.toastmasters.org



DIPLOMATIC MEETINGS

Diplomatic Toastmasters is a community club that meets on **Mondays at 7:30 pm** at Second Baptist Church, 1717 Benson, Avenue, Evanston

All meetings open to public.

2004-2005 Club Officers

Shari Woods, CTM, CL
President

Tami Lewis, CTM
V.P. Education & Training

John Weinberger
V.P. Membership

Christine Brown
V.P. Public Relations

Terri Heath, CTM
Secretary

Steve Precht
Treasurer

Rhonda K. Craven, ATM-S, CL
Sergeant at Arms