



Soaring Eagles Toastmasters Club

Vol. II, Issue 12 – June 2005 Newsletter

Soaring Eagles Toastmasters Club (#9647)
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MISSION

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.

www.geocities.com/eagles_toastmaster/

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WELCOME

June brings the preparations for a new fiscal year in Toastmasters. In July, the Soaring Eagles Toastmasters Club will be electing new leaders for a one-year term. As our club prepares for this transition, we would ask you to consider nominating your new leadership team. Toastmasters offers not only the ability to practice and develop your public speaking skills but also your leadership skills.

Bill Bradley, former U.S. Senator and 2000 presidential candidate said "Leadership is unlocking people's potential to become better." Please consider who would spur you and other club members on towards greatness. If you are interested in learning more about the roles, please contact a current club leader.

CLUB LEADERSHIP

President Mike Duerksen, CTM
VP Education Seth Cowand, CTM, CL
VP Membership .. Renee Cantave, ATM-B
VP Public Relations .. Walter Kelley, CTM
Secretary {vacant}
Treasurer {vacant}
Sergeant-at-Arms Tim Germer

GIVE THE BEST INTRO EVERYTIME

The introduction has a purpose. A strong introduction helps establish the speaker's credibility. It creates interest in the speaker and what the speaker has to say. Introductions also act as a bridge, transitioning from one speaker to the next. So don't leave introductions to chance.



First, find out the main points the speaker plans to discuss. Next, check out the speaker's credentials. Be selective. Look for what it is that establishes the speaker as a reliable authority on the topic to be covered. Go beyond the speaker's resume. Talk to the speaker, looking for something in his background that especially links to his topic. You may well find something of interest in the speaker's experience or education, some additional detail that supports the speaker's credibility. Look also for a human-interest angle that helps create rapport with the audience. If the speaker is someone you know, include something about the speaker, perhaps an anecdote or a shared experience that may be relevant. Of course, make absolutely sure that what you say about the speaker is accurate. You don't want the speaker to begin his presentation by correcting something you've just said in your introduction.

CALENDAR

Please mark your calendars and try to attend the following activities:



8 Jun (SKY7: 1W38)
Club Meeting
1200-1300



22 Jun (SKY7: 1W38)
Club Meeting
1200-1300



13 Jul (SKY7: 1W38)
Club Meeting
1200-1300



27 Jul (SKY7: 1W38)
Club Meeting
1200-1300



10 Aug (SKY7: 1W38)
Club Meeting
1200-1300

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10 OF THE MOST COMMON MISTAKES PRESENTERS MAKE

Starting Out With The Wrong Assumption

Great presenters - like great communicators—didn't start out that way. They honed their skills over time, through training and practice.

Letting The Facts Speak For Themselves

It's a mistake to assume that once you've presented all the information you can on a given subject, your audience will understand, remember, and be persuaded by what you've told them. This overlooks your responsibility to your audience and to yourself, to selectively and strategically present what is most relevant and most likely to support your argument.

Failing To Prepare Properly

Failing to prepare, as the saying goes, is preparing to fail. Begin your preparation by being clear about your goals and purpose. What do you most want to accomplish? What response do you want from your audience? Consider ways to grab your audience immediately, with a strong opener. And consider how you will end your presentation. In fact, once you've defined your objective, then build your presentation, step by step, making sure it leads to your final objective.

Failing to Rehearse Properly

Rehearse your presentation—repeatedly. This gives you several advantages. It helps you to internalize your presentation, allowing you to speak from within, thus reducing your dependence on memorization. It also gives you command of your material.

Failing to Use Notes Properly

The point is not whether you use notes, but how you use them. Use notes that require no more than a brief glance for comprehension—in effect, notes that amount to visual aids, limited to key words or ideas. Do not create a script that you will feel compelled to read (an audience downer!) at the expense of maintaining eye focus with your audience.

Overloading Visuals

Presenters too often pack their visuals with as much data, statistics, charts and graphs as they can hold. And worse, this is often combined with flashy animations that accomplish little of real value. The more material that's crammed onto a visual, the longer it takes your listeners to read and understand what you're trying to convey. Instead, use at-a-glance visuals that reinforce your message, while allowing your listeners to stay focused on you.

Importance of Non-Verbal Communication

We communicate far more than we know through our body language—through our voice, eyes, gestures, posture and facial expressions. When you're presenting, strong, positive body language becomes an essential tool in helping you build credibility with your audience.

Failing To Check Out The Room

Knowing the room is always important, especially if you're presenting in an unfamiliar setting or to a large audience. You need to check out everything—the equipment you'll be using, lighting, even seating arrangements, and more.

Failing To Prepare for Q-&-A's

Even if no formal Q-&-A period is on the agenda, prepare anyway. Think ahead to questions you may have prompted by your remarks. It's also a good idea to consider in advance questions that might come up that have nothing to do with your presentation.

Hiding Behind The Lectern

For the most part, the lectern serves as little more than a barrier between you and your audience. Presenters who are nervous about speaking often tend to use the lectern as a shield, as if they're trying to hide from their audience. There's no need to retreat from your audience if you've taken the necessary steps to prepare properly.

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INSPIRATIONAL QUOTE

"If we did all the things that we are capable of, we would literally astound ourselves."

Thomas Edison

WEBSITE UPDATE

Have you visited the Soaring Eagles website lately? The website is updated several times a month and has schedule items and announcements.

Check back regularly to find out what's happening in the Soaring Eagles Club.

