

The Cumberland Forest Toastmasters Club

Club 4009 District 70

Postal Address: PO Box 400, Pennant Hills, NSW 2120 Tel: +61 2 9354 4897



IBM sponsored club

Making Effective Communication a Worldwide Reality

What can Toastmasters do for me?

- **Improve your presentation content.** Develop presentations with meaningful content.
- **Improve your presentation delivery.** Increase the impact of your presentations.
- **Practice effective listening.** Listening with a purpose.
- **Learn to “think on your feet” and give off the cuff, sensible replies.** Powerful replies.
- **Make confident introductions.** Get your audiences attention; and keep it.
- **Run dynamic business meetings at work, club and corporate level.** Organise, start and keep meetings on time with a definite purpose.
- **Understand how annual general meetings work.** How to speak up, and when.
- **Overcome the challenge of public speaking.** Eliminate the world’s #1 fear.
- **Give a toast, roast or joke at an upcoming wedding.** Become an entertaining speaker.
- **Build your presence and self esteem.** Project self confidence to people around you.

How much does it cost? Who pays?

Cumberland Forest Toastmasters is an open Corporate Club. We encourage members from both within, and outside of IBM.

IBM allows the use of premises and equipment and supports the reimbursement of membership fees. Semi-annual membership fees are currently \$75.00 all inclusive.

Members should ensure their manager agrees that Toastmasters would be part of their Individual Development Plan to be reimbursed. Reimbursement is via the WWER.

Contact

Email “Cumberland Forest Toastmasters/Contr/Australia/IBM” or call:

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Darren Gilchrist (President)	0412 906 704

What is the structure of a meeting?

A typical meeting could be divided into seven parts:

- 1. Opening** – Dealing with apologies, program opportunities and introductions / welcome to visitors.
- 2. Warm up** – Some less complex assignments such as Toast, Laugh Master, Word of the Day, My Point of View help set the mood for the meeting. They’re great starting points for new members.
- 3. Impromptu speaking** – Table Topics helps members and guests (if they wish to participate!) practice in dealing with unfamiliar questions and circumstances.
- 4. Business session** – Dealing with formal club issues, we learn how to run business meetings effectively.
- 5. Formal speeches** – Utilising the Toastmasters International educational curriculum, members give speeches from 5 minutes up to 40 minutes in length; to practice their speaking and presentation skills.
- 6. Evaluations** – Everything is evaluated in Toastmasters; so we can learn from our experience and improve. There is even an art in evaluating, and this too is evaluated by the General Evaluator!
- 7. Awards and close** – It’s always good to reward people who excel. Awards are given for Best Table Topics, Speeches / Assignments, and Evaluations for the evening, and the people are acknowledged at the meeting, and in the minutes.

Please TURN OVER for more information!

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What are all these assignments about? (not all listed)

Chairman - The Chairman plays a vital role in the meeting. He or she is the “emcee,” and is control of the whole meeting from start to finish. A person taking on the role of Chairman should be impartial, and have a working knowledge of parliamentary procedure. Enthusiasm and dynamism are key skills you build when taking on this role.

My Word / My Point of View - Ever wanted to express your point of view succinctly? Well this assignment gives you that opportunity. If a word (or phrase) is chosen, then you explain why the word is important, how and when it should be used correctly. Then encourage the participants to use it throughout the meeting! This is a great way we can also improve our vocabulary.

Toast - Many people are asked to give a toast (or a roast) at a wedding or farewell party. Or, they may even be asked to present an award. Mastering the art of a Toast or award presentation is often difficult. For Toasts or roasts, having something short, sharp and memorable that people can repeat with you is often a challenge. This is definitely a good role to try.

Table Topics - The Table Topics Master’s task is to come up with a set of open ended topical or themed questions to ask randomly to meeting participants. Usually 10 – 12 questions are prepared. If you want to ‘think on your feet,’ then this is the fun part of the meeting. The recipient of each question should attempt to provide a lucid answer using exactly 1 minute of time.

Table Topics Evaluator - Everything in Toastmasters is evaluated! Want to know how you performed during your Table Topic? Well the TT Evaluator provides just that – constructive comments on where you could improve and what you did well. The TT Evaluator usually also has a time challenge of 3 minutes, and must provide feedback straight after all questions. They too must think and talk fast!

Did you listen? - Good communication is not just about speaking. Listening is essential too. This assignment gives someone the chance to ask a range of questions to members and guests – and check if we were all listening through the meeting!

Toastmaster - The Toastmaster introduces the formal speaker(s) for the meeting, and also welcomes the Speech Evaluators to provide their feedback.

Speakers - With much longer presentations, the speakers are the main focus of our meetings. They are working through the Toastmasters curriculum to improve their speaking and/or leadership skills.

Grammarian: Usage of Uhms and Ahs - How many Umms and Ahhs do you use when you’re speaking? We’re sure you’ve sat through a presentation where they have certainly become a distraction. What about grammatical bloopers? Similarly, it can ruin a good speech or comment. The Grammarian notes these transgressions throughout, and highlights them at the end of the meeting.

General Evaluation - This assignment, held close to the end of the meeting is essential. The General Evaluator provides us with an insight of how the whole meeting went. The General Evaluator also provides assessments for everyone who has not yet been evaluated.

Timer - The Timer has the responsibility to track and keep us on time during a meeting. As they say, “Timeliness is next to Godliness.” Every agenda item in Toastmasters has a time associated with it. The timer has visual and audible reminders at their disposal to highlight time indiscretions. How great would it be for meetings you organise to start, *and* run on time?!

You can find out more information on assignments by visiting our website <http://au.geocities.com/cumberlandforest> and click on the “Members Information” link