



# THE COMMUNICATOR

First Oakville Toastmasters #2245 Newsletter

December 13, 2006

## THE 2006-2007 EXECUTIVE

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## A Message from your President

By *Éléonore*

Wishing you all a peaceful holiday season and a Happy New Year. First Oakville Toastmasters will resume with vigour on January 4<sup>th</sup>, 2007, to continue the celebratory spirit of our 50<sup>th</sup> Anniversary!

## The Making of a Successful Charter Party

By *Laura*

As a First Oakville Toastmaster, I am very proud to be part of a Club with so much heritage – 50 years is no small feat!

A large part of the ongoing success of First Oakville Toastmasters is teamwork. Just as a weekly meeting requires dedication of all Toastmasters, so does our Annual Charter Party. While a committee has been put together to organize the Charter Party, there are things we can all do to ensure it's a big success. Success is defined as:

- 125+ people attending the Charter Party on February 10<sup>th</sup>
- 125+ people being entertained by great speakers, good food, good conversation and good music
- Increased awareness of First Oakville Toastmasters in our community

## WHAT CAN YOU DO TO HELP?

### 1. Consider entering the International Speech Contest

On January 25<sup>th</sup>, 2007, we'll be holding the International Speech Contest at our regular meeting. Rules around the contest will be provided shortly. The top three to four finalists from the January 25<sup>th</sup> contest will advance to the Charter Party on February 10<sup>th</sup>, 2007. This is where our first place winner will be named to represent our Club at the Area level.

### 2. Buy tickets for you, your family and friends NOW!

It's important that we, as First Oakville Toastmasters support the Charter Party by purchasing tickets and inviting as many people as possible to attend the event. Consider buying tickets as Christmas presents for friends and family members that are hard to buy for. John S is in charge of ticket sales, and he'd be happy to reserve a table for you and your guests!!

### 3. Volunteer

There are a wide-variety of opportunities, both big and small, to help with the Charter Party. Let Éléonore know if you are available to assist in any way!

Let's all commit to toasting one another on a successful Charter Party on February 10<sup>th</sup>, 2007.

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## Right or Wrong, it Works for Me

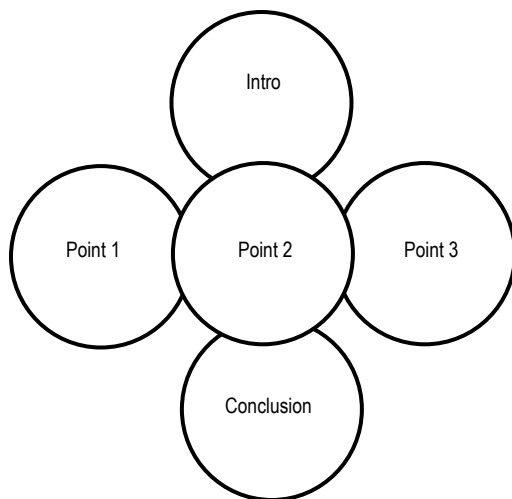
By Jason, edited by Laura

I always thought that I would be able to “wing” my delivery of speeches, until I realized when I did; I really was presenting incoherent garbage! The look of bewilderment from my audiences was astounding. I knew I could do better and my audiences deserved better.

With help from my fellow toastmasters, I have managed to create a framework for delivering speeches, one that works for me. Here are the four phases of my process for creating a speech through to delivery.

### Phase I – Determine topic and goal

To start, I use the TM manuals as a guide. For example, my latest assignment was “Sell a Product”, so I found a topic in my product, EDOC5, that I could talk about. Although, I always strive to meet the objectives, I always make one overall goal for my speech. The goal for my EDOC5 speech was simply to leave the audience with an understanding of the opportunities the EDOC5 product provides. With topic and goal set I move on.



*Toastmaster Nagy's 5-circle approach to speech content and delivery with no notes!*

### Phase II – Determine the content

One thing I know doesn't work for me is writing out my speech. I have found, when I do write my speech, my delivery is completely thrown off because I find myself reading my speech in my head to the audience. Instead, I generally draw five circles on a piece of paper. The opening, three body points and the conclusion are each represented by a circle. Within each circle I record the main point that I feel is most important to achieving my goal. Around each main point I add supporting points. By designing the speech content this way, I create a mental picture of the completed structure to determine if it makes sense. When I have a picture I move on.

### Phase III – Practice

I have been told a good rule of thumb is to practice one hour for every minute of speech time. Unfortunately, I have yet to do this. I usually get one hour tops for practice, so I rely on visualization for most of my practice. When I know I have a speech, I am constantly thinking about it and moving those

circles around in my head, editing as I go. My vocal practice is mainly to smooth out transitions from one circle to the next. Anything, such as a quote, which I do have to memorize, I write out several times and say it aloud several times as well until I feel confident that I have it.

### Phase IV – Delivery

I try to incorporate all the great feedback I have received over the years: good voice volume, good gestures, watch the hand clapping, maintain strong eye contact, put a smile on before starting, more enthusiasm, etc. The night of the meeting I am still visualizing my speech and may make some last minute alterations based on “gut” feel. For example, if I don't think I will do a quote justice, I will leave it out. I do focus on my opening, so that I capture attention, then I rely on my visual picture of my speech as my queue cards to help me through my speech.

As I have said, this framework works for me, but it may not work for you. Hopefully it provides you with some useful strategies to create your own framework. I fully expect to change this framework over time as I continue to learn. With any luck I will be able to turn the incoherent garbage into standing ovations! Keep an eye out - change is in the air.

## Training is Fun – No, I’m Not Crazy

By John F, edited by Laura

I was driving on my way to club office training and an educational workshop in Toronto for Division B. I had no expectations since I had never held an executive position before. What I did have was a lot of negative questions running through my mind. Would I be bored beyond belief listening to someone chatter on about their own experiences with no real relevance to anyone in the room? Would I be bored because I was the only person from our club attending? The answer was ‘no’ to all of the above. It was one of the best times and a highlight of this Toastmasters year for me. Now let me tell you why.

The club officer training was very hands-on and participative, which kept everyone engaged. The Sergeant-of-Arms training was given in a small classroom and included mostly interactive exercises.

### Exercise #1 - Practice greeting guests and members as they came in the room

In a role-play, we would either be the VP of Membership, Sergeant-of-Arms, or a guest. “Hi, welcome to First Oakville Toastmasters.” Smiling, we would practice introducing the guests to other members in the room, including the VP of Membership in an effort to make them feel at home. Sounds ridiculous and rudimentary at first, but what a great way to break the ice among people who don’t know each other.



### Exercise #2 – How to spice up meetings

This session was about making the meetings entertaining and different week-to-week to keep things interesting for members. One idea presented was the ideas of introducing different themes and props every week. For example, a ‘World Cup’ week where guests or members were invited to kick a soccer ball as they entered the room. Sounds cheesy, but fun and who doesn’t like fun?

Finally, I had a fantastic time speaking to members from other clubs and finding out how they do things. I learned quickly that Toastmasters is not just about speaking and leading. It’s also about making connections and practicing being in social situations.

I strongly encourage others to try out training in other districts, not just our own. You’ll be surprised by how much fun you’ll have. We have a great opportunity as Toastmasters to learn not just inside our club but outside as well.

## Etiquette 101 – Finding a Replacement

What makes our Toastmasters meetings so wonderful week after week is the commitment and dedication of our members. If you are scheduled for a role, it is your responsibility to come prepared to fulfill that role. If you are unable to make the meeting, it is your responsibility to find a replacement for yourself. It's best if you can find a replacement by looking at the schedule and contacting a member that does not already have a role for the meeting. Once you have confirmed who will be replacing you, you need to let the Chair and possibly the Toastmaster or the General Evaluator know about the change (depending on your role). Also, if you know you will be away well in advance of the next published schedule, let our VP of Education, Katherine, know and she will not schedule you for a role that evening.



### Robert is our friend

Orders of the Day is an effective mechanism that ensures our parliamentary sessions are conducted in a timely manner. Orders of the Day is an appeal to the Chair to suspend all 'Business Session' activities and move forward with the agenda.

Orders of the Day can be called by any member. Orders of the Day may be taken up by the Chair without a motion or vote if no one objects. If someone does object, a vote must be taken and Orders of the Day can be postponed by a majority vote from the assembly. Orders of the Day is not debatable or amendable.

<sup>1</sup>Jones, O. Garfield. *Parliamentary Procedure at a Glance*, Penguin Books, 1971.

## Calling all Writers

Are you an expert on Parliamentary procedures? Why not try your hand at writing the 'Robert is our Friend' column of the next Newsletter.

Is Etiquette your specialty? Write a short piece for the next instalment of Etiquette 101.

Don't be shy...send your submissions to the email address below.

**Feedback/Comments/Story Ideas?**

**Email us at:**

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