

Toastmasters ~ SIG

**JUST THE
FACTS!!**

The following pages/slides include information about our SIG and how you can participate.

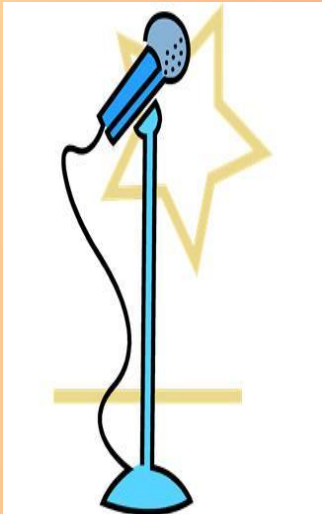
No fluff...no filler... just the facts!

Please review and consider joining us as we strive to become a registered Toastmasters Club.

Questions?

Email: InstructorBurton@yahoo.com

Ring: Rico '*LadyB*' Burton at (602) 753-9194



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YOU ARE INVITED!
ASTD-VOS Toastmaster SIG Meeting
PLEASE REGISTER AT:

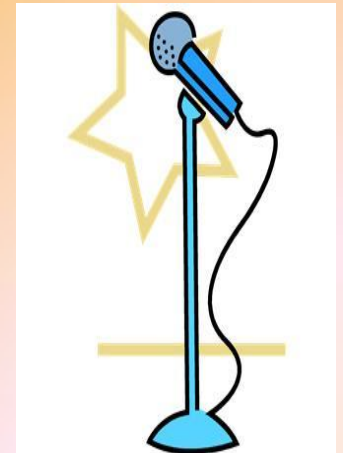
<http://www.astdvalleyofthesun.org/sigevents>

Wednesday, June 26th ~ 6pm-7:30 pm at
Chicanos Por La Causa 1024 E. Buckeye Rd., #240

EVERYONE gets an opportunity to speak!
(We video you speaking and email it to you!!)

Interested in delivering a speech next Wednesday?
There are **two** slots left for speeches
Email Rico 'LadyB' Burton if you want a slot
InstructorBurton@yahoo.com

*read through the following pages and choose a type of speech.



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- **WHAT?** An ASTD-VOS Special Interest Group
- **WHO?** All ASTD-VOS members and their friends or acquaintances who plan to join ASTD-VOS
- **WHY?**
 - *Develop better communication skills
 - *Determine leadership style and hone skills
 - *Deliver more effective presentations
 - *Design a club to meet professional and personal goals
 - *Dialogue with others and have fun!
- **WHEN?** Twice a month on Wednesday 6pm-7:30pm
- **WHERE?** Alternate between South and North sides of Phoenix

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GOALS?

- Have a minimum of 21 members commit to participating in a Toastmasters Club – exclusively designed to meet the needs of our members
- Meet twice a month to develop and hone communication and leadership skills and to network professionally and personally with ASTD-VOS members (*and have fun!*)
- Charter a Club with Toastmasters International in District 3
- Participate in Club, Area, District and National Toastmaster events as determined by the Club

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Meeting Dates through 2013

DAY	DATE	TIME	LOCATION
Wednesday	June 26	6:00pm – 7:30 pm	Chicanos Por La Causa (<i>Thank you Nanda!</i>) 1024 E Buckeye Rd., #240 Phoenix, AZ
Wednesday	July 10	6:00pm – 7:30 pm	North Phoenix ~TBD
Wednesday	July 24	6:00pm – 7:30 pm	South Phoenix ~TBD
Wednesday	August 07	6:00pm – 7:30 pm	North Phoenix ~TBD
Wednesday	August 21	6:00pm – 7:30 pm	South Phoenix ~TBD
Wednesday	September 04	6:00pm – 7:30 pm	North Phoenix ~TBD
Wednesday	September 18	6:00pm – 7:30 pm	South Phoenix ~TBD
Wednesday	October 09	6:00pm – 7:30 pm	North Phoenix ~TBD
Wednesday	October 23	6:00pm – 7:30 pm	South Phoenix ~ TBD
Wednesday	November 06	6:00pm – 7:30 pm	North Phoenix ~TBD
Wednesday	November 20	6:00pm – 7:30 pm	South Phoenix ~ TBD
Wednesday	December 11	6:00pm – 7:30 pm	North Phoenix ~HOLIDAY GATHERING

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There are ten (10) speeches in Toastmasters first manual ~ The Competent Communicator

The following pages/slides detail these speeches

Once you present your *Ice Breaker* speech, you may proceed with any manual speech.

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1. The Ice Breaker

For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests, and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk.

Time: 4 - 6 minutes

Objectives:

- ✓ To begin speaking before an audience.
- ✓ To discover speaking skills you already have and skills that need some attention
- ✓ To introduce yourself to your fellow club members.

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2. Organize Your Speech

Good speech organization is essential if your audience is to understand your presentation. You must take the time to put your ideas together in an orderly manner. You can organize your speech in several different ways; choose the outline that best suits your topic. The opening should catch the audience's attention, the body must support the idea you want to convey, and the conclusion should reinforce your ideas and be memorable. Transitions between thoughts should be smooth.

Time: 5 - 7 minutes

Objectives:

- ✓ Select an appropriate outline which allows listeners to easily follow and understand your speech.
- ✓ Make your message clear, with supporting material directly contributing to that message.
- ✓ Use appropriate transitions when moving from one idea to another.
- ✓ Create a strong opening and conclusion.

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3. Get to the Point

Every speech must have a general and a specific purpose. A general purpose is to inform, to persuade, to entertain, or to inspire. A specific purpose is what you want the audience to do after listening to your speech. Once you have established your general and specific purposes, you'll find it easy to organize your speech. You'll also have more confidence, which makes you more convincing, enthusiastic, and sincere. Of course, the better organized the speech is, the more likely it is to achieve your purpose.

Time: 5 - 7 minutes

Objectives:

- ✓ Organize the speech in a manner that best achieves those purposes.
- ✓ Ensure the beginning, body, and conclusion reinforce the purpose.
- ✓ Project sincerity and conviction and control any nervousness you may feel.
- ✓ Strive not to use notes (*some people enjoy using notecards, though*)

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4. How to Say It

Words are powerful. They convey your message and influence the audience and its perception of you. Word choice and arrangement need just as much attention as speech organization and purpose. Select clear, accurate, descriptive and short words that best communicate your ideas and arrange them effectively and correctly. Every word should add value, meaning, and punch to the speech.

Time: 5 - 7 minutes

Objectives:

- ✓ Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly.
- ✓ Use rhetorical devices to enhance and emphasize ideas.
- ✓ Eliminate jargon and unnecessary words. Use correct grammar.

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5. Your Body Speaks

Body language is an important part of speaking because it enhances your message and gives you more credibility. It also helps release any nervousness you may feel. Stance, movement, gestures, facial expressions, and eye contact help communicate your message and achieve your speech's purpose. Body language should be smooth, natural, and convey the same message that your listeners hear. Read: *Gestures: Your Body Speaks (Catalog #201)*, which you received in your *New Member Kit*.

Time: 5 - 7 minutes

Objectives:

- ✓ Use stance, movement, gestures, facial expressions, and eye contact to express your message and achieve your speech's purpose.
- ✓ Focus on methods of delivery, but do not overlook speech content.

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6. Vocal Variety

Your voice has a major effect on your audience. A lively, excited voice attracts and keeps listeners' attention. A speaking voice should be pleasant, natural, forceful, expressive, and easily heard. Use volume, pitch, rate, and quality as well as appropriate pauses to reflect and add meaning and interest to your message. Your voice should reflect the thoughts you are presenting.

Review Your Speaking Voice (Catalog #199), which you received in your New Member Kit.

Time: 5 - 7 minutes

Objectives:

- ✓ Use voice volume, pitch, rate, and quality to reflect and add meaning and interest to your message..
- ✓ Use pauses to enhance your message.
- ✓ Use vocal variety smoothly and naturally.

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7. Research Your Topic

Your speech will be more effective if you can support your main points with statistics, testimony, stories, anecdotes, examples, visual aids and facts. You can find this material on the Internet, at a library, and in other places. Use information collected from numerous sources and carefully support points with specific facts, examples and illustrations, rather than with just your own opinions.

Time: 5 - 7 minutes

Objectives:

- ✓ Collect information about your topic from numerous sources.
- ✓ Carefully support your points and opinions with specific facts, examples, and illustrations gathered through research.

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8. Get Comfortable with Visual Aids

Visual aids help an audience understand and remember what they hear; they are a valuable tool for speakers. The most popular visual aid are computer-based visuals, overhead transparencies, flip charts, whiteboards, and props. The type of visual aid you choose depends on several factors, including the information you wish to display and the size of the audience. Visuals must be appropriate for your message and the audience, and be displayed correctly with ease and confidence.

Time: 5 - 7 minutes

Objectives:

- ✓ Select visual aids that are appropriate for your message and the audience.
- ✓ Use visual aids correctly with ease and confidence. Your speech will be more effective if you can support your main points with statistics, testimony, stories, anecdotes, examples, visual aids and facts. You can find this material on the Internet, at a library, and in other places. Use information collected from numerous sources and carefully support points with specific facts, examples and illustrations, rather than with just your own opinions.

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9. Persuade with Power

The ability to persuade – to get other people to understand, accept, and act upon your ideas – is a valuable skill. Your listeners will be more likely to be persuaded if they perceive you as credible, if you use logic and emotion in your appeal, if you carefully structure your speech and if you appeal to their interests. Avoid using notes because they may cause listeners to doubt your sincerity, knowledge, and conviction.

Time: 5 - 7 minutes

Objectives:

Persuade listeners to adopt your viewpoint or ideas or to take some action.

Appealing to the audience's interests.

Use logic and emotion to support your position.

Avoid using notes (*some people prefer use notecards – do what is comfortable for you*)

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10. Inspire Your Audience

An inspirational speech motivates an audience to improve personally, emotionally, professionally, or spiritually and relies heavily on emotional appeal. It brings the audience together in a mood of fellowship and shared desire, builds the audience's enthusiasm, then proposes a change or plan and appeals to the audience to adopt this change or plan. *This speech will last longer than your previous talks, so make arrangements in advance with your VP Education and meeting Toastmaster for extra time.*

Time: 8 - 10 minutes

Objectives:

- ✓ To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.
- ✓ Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.
- ✓ Avoid using notes.

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If you have questions, comments or suggestions,
feel free to contact:

Ríco '*LadyB*' Burton at:

InstructorBurton@yahoo.com

(602) 753-9194

