



Dear Guest,

Welcome to East Valley Echoes Toastmasters! This packet of information is intended to familiarize you with the approach used by Toastmasters International to help you become comfortable with speaking in front of groups of people – whether it be leading a meeting or making a presentation before your management or peers. Leadership is also a strong component of the Toastmasters Educational Program.

It will be worthwhile taking a few minutes to review the following attached documents:

- Club Mission Statement – (We are all on a mission)
- How Toastmasters can help YOU – (Benefits of Toastmasters)
- Icebreaker speech requirements
- Tips for making your first Icebreaker speech.

Our meetings are:

6:30 AM sharp every Wednesday at:

Chandler Bible Church

1200 North Price Road

Chandler, Arizona, 85226

Our educational program is designed to be fun AND to provide top-notch training in Communications and Leadership. We believe that our club will meet and exceed your expectations by living up to our reputation as one of the friendliest club in the Valley of the Sun!

The mission of our East Valley Echoes Toastmasters:

“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?” Our Club is one of over 10,000 Toastmaster Clubs worldwide operating in over 90 countries.

Visit us on Facebook:

<https://www.facebook.com/EastValleyEchoesToastmasters>

or

web: <http://www.echoestoastmasters.org>

<http://eastvalleyechoes.toastmastersclubs.org>

email: info@echoestoastmasters.org

Our Club Values, Vision, & Mission

The Values of Toastmasters International

Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization, and we believe we should incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future.

The Vision of Toastmasters International

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

The Mission of East Valley Echoes Toastmasters

The mission of the East Valley Echoes Toastmasters club is 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.

How The Educational Program Works

Each new Toastmaster receives a New Member Kit. The kit features the basic Communication and Leadership manual, general orientation materials and information regarding skill improvement in areas such as speech evaluation and the use of gestures.

- The initial prepared speeches, as outlined in the basic Communication and Leadership program manual, are designed with the new Toastmaster in mind.
- A variety of assigned speeches help the participant develop competency in areas such as organization, voice inflection and persuasiveness.
- During the meeting's Table Topics session, members learn to think on their feet by delivering short impromptu speeches, lasting one to two minutes.
- After giving a prepared speech, each Toastmaster receives a constructive speech evaluation. This process recognizes speakers for their strengths and provides valuable insight into problem areas.
- Upon completion of the basic Communication and Leadership program, Toastmasters may participate in the Advanced Communication and Leadership program. Participants may choose from specific business oriented topics such as Speeches by Management and Technical Presentations.
- Workshop style Success/Leadership programs are also available, offering opportunities for further skill development in areas such as leadership, public speaking and conducting business meetings.

East Valley Echoes
Toastmasters International
Club # 4634
Terms and Functionaries

A meeting agenda, prepared by the Toastmaster, outlines the sequence of events for each meeting and identifies who is participating in what activity and at what time. The following explanation of terms and program participants will help you to understand the jobs performed by our “functionaries:”

Toastmaster: Prepares the details of the agenda for the meeting, makes introductions of functionaries, introduces guests, makes sure the meeting stays on topic and on time.

Word of the Day: A word is selected and its use defined by the Grammarian. Its use during Table Topics helps expand our vocabularies.

Ah Counter: Calls our attention to the Ahs, Ers, Ums (or other sounds used as fillers) by ringing a bell each time a speaker utter such sounds or filler. The bell brings our attention to these speech crutches when we use them. Toastmasters, Evaluators and participants in Table Topics are subject to the Ah Counter bell. Formal speakers are not because they have the benefit of the full evaluations.

Timer: Speakers, evaluators and participants in Table Topics are instructed to speak within specific time limits. Warning lights are used to guide them through their allotted time by signaling the minimum, midpoint and maximum times.

Grammarian: Announces the “Word of the Day”, giving the definition and usage. The Grammarian also reminds members that the “Word” must be used by all Table Topic Speakers. The Grammarian also listens for proper and correct grammatical usage.

Table Topics: An exercise in impromptu speaking. An assigned Table Topic Master will ask questions of those members not assigned as speakers or evaluators for the meeting. All Table Topics speakers are required to use the “Word of the Day” in their response. They must speak within the specified one to two minutes allowed. Guests are invited to participate.

Formal Speeches: Members scheduled to speak give speeches of varying lengths. Beginning with the “Ice Breaker” speech, each Toastmaster progresses through a series of 10 speech projects as outlined in the “Communication and Leadership” manual. Each speech project focuses on some aspect of effective speaking; however, the speaker chooses the topic. Upon successful completion of the 10 manual speeches, the club member is awarded a designation of Competent Communicator (CC).

Evaluators: Each formal speaker receives an objective evaluation of their presentation following their speech from a designated Evaluator. Other members provide additional written evaluation notes for the speaker to read after the meeting. A well-balanced evaluation points out both the strong points of the speaker’s presentation as well as suggested areas for improvement. Guests are invited to participate in the written evaluations for the formal speakers.

General Evaluator: The General Evaluator introduces the various speech evaluators, asks for the functionaries’ reports, and makes comments about the overall meeting and protocol.

How Our East Valley Echoes Toastmasters Club Can Help You

Your success in business depends upon how effective you are at communication. Through participation in the Toastmasters Communication and Leadership program, people from all backgrounds learn to effectively speak, lead, manage, lead, delegate, and motivate.

Hints for your Icebreaker Speech

Here are some ideas to help you out with your icebreaker.

When you work on the icebreaker speech, it's best not to try to tell us everything about yourself. You just can't do that in 4-6 minutes. Instead, pick some aspect of your life and focus on that. For example: your family, or your career or your life as a kid, or your hobbies. Maybe you can combine a couple of ideas, if they're short ones. These are just examples. Pick anything you want to tell us about yourself.

The main thing about an icebreaker is that it has 3 purposes:

- (1) to let us know a bit about you;
- (2) to start getting you feeling comfortable in front of us;
- (3) to let you know what we think are your current speaking strengths, and areas that we think you should concentrate on improving for your next speech.

That third item is a benefit of every speech you give in Toastmasters. If you don't feel that the person who evaluated you helped you enough to see your good points and areas that could be improved, ask other members for their opinions on your speech. Many members frequently ask a couple of Toastmasters for their opinions after the meeting, so that we get different viewpoints.

One thing to always remember about evaluators is they don't have all the answers and some people do a better job than others. When an evaluator says something, they're just giving you their opinion. You don't have to agree with it. But if several people give you the same opinion, then you have to start giving it some serious thought.

East Valley Echoes wants to help you start out your speaking workshop experience in the best way possible. So, if you have any questions about anything, or want some help with your speech, just let us know. If you haven't been assigned a mentor, or don't know who it is, ask one of the club officers. You should strongly consider having that person or a friend listen to your Ice Breaker before the meeting, just to increase your comfort level, and maybe offer some suggestions.

If you're still stuck, here is a simple 'FORD' model to follow for your icebreaker speech:

- F**amily
- O**ccupation
- R**eason you're here today
- D**reams

EXECUTIVE SUMMARY:

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.

OBJECTIVES:

- ▶ To begin speaking before an audience.
- ▶ To discover speaking skills you already have and skills that need some attention.

Time: Four to six minutes

THE ICE BREAKER

By now you've heard speeches by club members and have probably participated in Table Topics. This is your opportunity to give your first prepared talk and "break the ice."

The best way to begin your speaking experience is to talk about a familiar subject – yourself. Of course, this subject is too broad for a short four- to six-minute presentation. You must narrow it by selecting three or four interesting aspects of your life that will give your fellow club members insight and understanding of you as an individual. These might include your birthplace, education, or family. You could explain how you came to be in your present occupation and tell the audience something about your ambitions. Or you could explain the effect an incident from your youth has had on your life. One speaker donned hats as she talked about her life. She wore a chauffeur's hat as she talked about driving her children to their activities, a fireman's hat as she discussed the crises or "fires" she encountered daily at her work, and a chef's hat as she told of her love of cooking.

Once you have the highlights of your talk in mind, weave them into a story, just as if you were telling it to a group of friends. Share significant personal experiences. The more personal your talk, the warmer the relationship will be between you and the audience.

OPENING, BODY, AND CONCLUSION

Like any good story, your talk needs a clear beginning and ending. Create an interesting opening sentence that captures the audience's attention. Memorize it, if necessary, and use it even if a better idea occurs to you just before you speak. Then devise a good closing and memorize it, too.

A memorized beginning and ending enable you to start and finish your talk with confidence and ease. In any speech, it's best to select a few main points (three or four at the most) and emphasize them by using examples, stories, or anecdotes. If you merely state a fact and then continue, most of your audience will miss the point. You should make a point, say it again in different words, illustrate the point, and then state it once more in order to be clearly understood. This is a good skill to learn. Choose your points and illustrations carefully. Too much information may overwhelm the audience.

If you think you will need notes, write a brief speech outline on note cards, which you can place on the lectern. Refer to them only when you need them. Remember, you're speaking, not reading. Many speakers begin

A memorized beginning and ending enable you to start and finish your talk with confidence and ease.

by writing out an entire speech, then breaking it into parts, with a key word for each part, and finally writing just the key words on one note card.

PREPARING YOURSELF

Now the talk is ready, but are you ready to present it? Practice the talk until you are comfortable with it. You won't need to memorize the body of the talk, since you already know all about the subject. As mentioned earlier, you should memorize the opening and conclusion.

Present the talk to a family member, a friend, or your Toastmasters mentor. Ask for comments. They may give you some helpful suggestions. If you have an audio recorder, record the talk and listen to it carefully, making any necessary improvements. Using a recording is one of the best ways to improving your speaking ability.

Instead of thinking of this presentation as making a speech, think of it as a talk before a group of friends, sharing information of interest. Don't be afraid of the audience. They have already experienced the same feelings you're having. They want you to succeed and they're eager to help you!

Appearance is important. Be well-groomed and appropriately dressed for your presentation. When you look right, you feel good about yourself. You'll then forget about your appearance and concentrate on your talk. You will have increased confidence because you know you've made a good first impression with the audience.

PRESENTING YOUR TALK

Once you've prepared and practiced your talk, relax. Nervousness is common to every speaker, no matter how experienced. In fact, you can put this nervous energy to work for you by using it to add excitement to your delivery. No one is going to notice a little quavering in your voice, and it will soon disappear anyway as you become involved with what you're saying. (More information about controlling nervousness appears on page 79.)

While being introduced, take a deep breath and slowly exhale. This will help your voice sound resonant and natural. Begin by facing the Toastmaster and saying, "Mr. (or Madam) Toastmaster," then face the audience and say, "Ladies and gentlemen..." or "Fellow members and guests..." Pause, then begin with your memorized opening.

While speaking, make eye contact with various members of the audience, first looking directly at one person for a few seconds, then looking at another, so people feel included in your talk. As you do this, glance periodically at the timer. If the red light comes on

while you're talking, move smoothly to your conclusion and finish quickly. Observe time limits whenever you speak.

Don't worry about what to do with your hands. Leave them at your sides if this makes you more comfortable. You'll have opportunities to practice gestures later.

Finish with your memorized conclusion. Some speakers say "thank you" at the very end to signal to the audience that they are finished, but this is not necessary. Instead, after you say your concluding words, nod at the Toastmaster of the meeting and say, "Mr. (or Madam) Toastmaster" and enjoy the applause.

Don't be afraid of the audience. Think of them as friends who want you to succeed and are eager to help you.

YOUR EVALUATION

After you finish, you'll probably begin evaluating yourself even before you return to your seat. You may think you left out some of the best parts. Every speaker thinks that. Just congratulate yourself on having delivered your first speech, then write down the things you did well and the things you want to improve to make your next speech even better.

To supplement your self-evaluation, an experienced club member has been assigned to evaluate your efforts. Before the meeting begins, give this manual to your evaluator so he or she may make notes on the evaluation page of this project. This gives you a permanent record of your progress. If you want the evaluator to observe something in particular, be sure to inform the evaluator in advance.

Ask other members for additional comments after the meeting (some may give you their own brief written comments during the meeting). All of these comments may not be useful to you, but you should consider them carefully. Remember, each evaluation is an opinion of how that person perceived you and your presentation. These opinions usually (but not always) will be helpful to your self-development.

SPEAKER'S CHECKLIST

- ▶ Bring this manual to the meeting whenever you are scheduled to speak.
- ▶ Review your presentation with your mentor.
- ▶ Discuss any special points with your evaluator before giving the speech.
- ▶ Give the evaluator your manual before you speak, so he or she can make written comments on your performance.
- ▶ Have the vice president education initial the Project Completion Record after you complete each project. This will give you credit toward your Competent Communicator (CC) certificate.
- ▶ Don't be discouraged if your evaluator misunderstood your point. Evaluators have varying degrees of experience in speaking, and evaluation is a learn-by-doing skill, just as speaking is.
- ▶ If you have not already done so, read *Effective Evaluation*. It will help you understand how to get the most out of the Toastmasters program.

EVALUATION GUIDE FOR **THE ICE BREAKER**

Title _____

Evaluator _____ Date _____

Note to the Evaluator: In this speech the new member is to introduce himself/herself to the club and begin speaking before an audience. The speech should have a clear beginning, body, and ending. The speaker has been advised to use notes if necessary and not to be concerned with gestures. Be encouraging and point out the speaker's strong points while gently and kindly mentioning areas that could be improved. Strive to have the speaker look forward to giving another speech. Your evaluation should help the speaker feel glad about joining Toastmasters and presenting this speech. In addition to your verbal evaluation, please write answers to the questions below.

- ▶ What strong points does the speaker already have?

- ▶ How well did the audience get to know the speaker?

- ▶ Did the speech reflect adequate preparation?

- ▶ Did the speaker talk clearly and audibly?

- ▶ Did the speech have a definite opening, body, and conclusion?

- ▶ Please comment on the speaker's use of notes.

- ▶ What could the speaker have done differently that would have improved the speech?

- ▶ What did you like about the presentation?



CLUBS WITHIN DISTRICTS

MEMBERSHIP APPLICATION & PAYMENT INFORMATION

Prospective members should follow the instructions provided below for becoming a club member.

1. Completely fill out and sign the **Membership Application**.
2. Completely fill out and sign the **Payment Information** document (page 3).
3. Submit both completed and signed documents to the club officer.

For questions, please contact membership@toastmasters.org.

MEMBERSHIP APPLICATION

Club Information

This section is completed by a club officer.

Club number _____ Club name _____ Club city _____

- Male
 Female

Applicant Information

This section is completed by the applicant.

Last name/Surname _____ First name _____ Middle name _____

The monthly *Toastmaster* magazine will be sent to the following address:

Organization/In care of _____

Address line 1 (limit 35 characters) _____

Address line 2 (limit 35 characters) _____

City _____ State or province _____

Country _____ Postal code _____

Home phone number _____ Mobile phone number _____ Email address _____

Membership Type

This section is completed by a club officer.

- New Reinstated (break in membership)
 Dual Renewing (no break in membership)
 Transfer (If applicant is transferring from another club, please fill in the three lines below.)

Previous club name _____

Previous club number _____

Member number _____

New Member Kit Preference

This section is completed by the applicant if a new member.

- English Deutsch Português
 العربية 简体中文 Accessible PDF on CD for the visually impaired (English only)
 繁體中文 日本語
 Français Español

Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are not refundable or transferable.

1. New member fee (US\$20) US\$ _____

Paid only by new members, this fee covers the cost of the New Member Kit and processing

2. Membership dues US\$ _____

Paid twice a year by all members, membership dues are pro-rated from the member's start month at US\$7.50 per month:

- October: US\$45 February: US\$15 June: US\$30
 November: US\$37.50 March: US\$7.50 July: US\$22.50
 December: US\$30 April: US\$45 August: US\$15
 January: US\$22.50 May: US\$37.50 September: US\$7.50

I want my membership to begin: _____
Month/Year

1a. California sales tax (US\$1.60) US\$ _____

Paid only by members of California clubs, sales tax is 8%.

3. Total payment to Toastmasters International US\$ _____

Total of 1, 1a, and 2.

Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot charge credit card payments for club dues.

International Fees and Dues \$ _____
(from line 3 above)

Club new member fee _____

Club dues _____

Total payment to club _____

Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

Sponsor's last name/surname

Sponsor's first name

Sponsor's member number

Sponsor's club number

Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise" and the governing documents and policies of Toastmasters International and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International.

By submitting this application, I agree to the collection, use and processing of the personal information I provide to Toastmasters in this membership application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. By submitting my personal information to Toastmasters, I also agree that my information may be accessed and used by Toastmasters and its employees and agents. I agree to notify addresschanges@toastmasters.org of any change to my personal information and make requests to check, delete or correct my personal information, so that it is accurate and current. I understand that the majority of the data requested in this application is necessary for administrative and planning purposes and that the failure to provide this information may prevent my application from being properly processed or the inclusion of my contact information in the members directory.

Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above and certify that I am 18 years of age or older, in compliance with the Toastmasters Club Constitution for Member Clubs of Toastmasters International.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Applicant's signature

Date

In order for this application to be valid, both signatures are required.

A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- ▶ To attend club meetings regularly
- ▶ To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* manuals
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

Verification of Club Officer

I confirm that a complete membership application, including both the signature of the new member and that of a club officer, is on file with the club and will be retained by the club.

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Club officer's signature

Date

The club officer must follow the instructions below once the **Membership Application** and **Payment Information** documents are received.

1. Sign and date the applicant's **Membership Application**.
2. Submit the **Membership Application** and **Payment Information** documents online by logging in to www.toastmasters.org/clubcentral. You can also mail the documents to Membership, Toastmasters International, P.O. Box 9052, Mission Viejo, CA 92690, U.S.A., or fax to +1 949-858-1207. Please use only one of these methods to avoid duplication.
3. After receiving confirmation that Toastmasters International has received and processed the **Membership Application** and **Payment Information**, the club officer must:
 - a. Retain the applicant's **Membership Application** with other club documentation; and
 - b. Immediately destroy the applicant's **Payment Information** document (page 3) and any copies in the club officer's or club's possession, including all electronic copies.

PAYMENT INFORMATION

Payment Method to Toastmasters International

This section is completed by the applicant and is for payment to World Headquarters only (the amount listed in line 3 on page 1). World Headquarters does not collect club dues.

MasterCard

Visa

AMEX

Discover

US\$ _____
Amount

Card number

Expiration date

Name on card

Signature

Check or money order

Check or money order must be for U.S. funds drawn on a U.S. bank.

US\$ _____
Amount

Check or money order number

Other

Other