

**The Ultimate Club Handbook
for
Collins Avionics Toastmasters Club #3250**

June 20, 2002

REV: B



**Collins Avionics Toastmasters Club #3250
Rockwell Collins, Inc.
Cedar Rapids, Iowa 52498 USA**

Revision History

Revisions may be made as deemed necessary by the leadership team.

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Rev A	8-1-97	Kim Holmberg	Update for current members, new club programs and tips
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1. Introduction

The Toastmasters organization was developed in the early 1900's by Dr. Ralph Smedley to provide a learning center for its members. Dr. Smedley believed that if members prepared and presented manual speeches to fellow members, as well as evaluated the presentations, this would help members improve their communication and leadership skills. Dr. Smedley also believed that members would learn by watching and listening to other speakers and by participating in meeting roles such as Toastmaster, Topics Master, and Timer.

Collins Avionics Toastmasters Club #3250 was organized by Rockwell Collins and is open to anyone wishing to join. We are not a closed club and visitors are welcome to attend and join our club from throughout the community.

The Club prides itself in providing a casual, positive and friendly environment. All members can feel comfortable advancing and honing their communication and leadership skills at their own pace. This manual will aid new and prospective members to learn what our club can offer and the basic procedures of Toastmasters.

The officers hope you enjoy the time you spend in our club while you work to improve your communications and leadership skills. Our hope is that this handbook will provide you with a general understanding of the Toastmasters organization.

1.2 Toastmasters Purpose

The purpose of Toastmasters is to provide the members with a unique means of learning and improving their communication and leadership skills in a relaxed, supportive atmosphere. Toastmasters also offers opportunities for members to gain valuable leadership experience through involvement in club offices and activities.

1.3 Benefits of Toastmaster Membership

There are many benefits of membership in the Toastmasters International organization. This section lists a few benefits available to you when you join Collins Avionics Toastmasters Club #3250.

- Improved public speaking abilities through actively presenting speeches and receiving positive feedback from evaluations. Toastmasters provides you the opportunity to practice public speaking in a comfortable, friendly atmosphere.

- Increased self-confidence through positive constructive evaluations. Being able to respond effectively to questions and to communicate effectively, both verbally and non-verbally, boosts your self-confidence.
- Learn effective leadership skills by holding offices and participating in weekly meetings.
- Meet a dynamic group of people who are interested in helping you improve your communication and leadership skills. Attending weekly meetings, conferences (area, division, district, regional, and international) and Toastmasters Leadership Institute (TLI) seminars provides members with the opportunity to meet other Toastmasters from around the world. The skills you learn through involvement in Toastmasters events can be applied to all social situations.
- Opportunities to participate and attend area, division and district conferences and competitions throughout the year. Conferences provide additional opportunities for members to speak in public, meet other Toastmasters and learn from the educational sessions.
- Twice yearly Toastmasters International holds Toastmasters Leadership Institute (TLI) seminars, which provide each Toastmaster the opportunity to learn the responsibilities of Toastmasters leadership offices.
- Three words: Resume, Resume, Resume. While this should not be your only reason for joining Toastmasters, listing Toastmasters on your resume as one of your activities demonstrates both communication skills and leadership abilities.
- Magazine subscription. As a Toastmasters member, you will receive a monthly magazine, "*The Toastmaster*," filled with interesting articles and tips for effective public speaking.
- Speech manuals. You will receive speech manuals containing speech projects, which guide you through preparing and presenting speeches.



Ned laughed wickedly as the semi-truck full of Wonder Bread and the shipment of General Electric toasters arrived at his house simultaneously.

2. Mission and Promise

Being a member of Toastmasters International and Collins Avionics Toastmasters Club #3250 involves making a commitment to yourself to take time to prepare speeches to improve your communication skills. The following are the Mission of the club and “A Toastmaster’s Promise,” which is your commitment to the club.

2.1 The Mission Of The Club

The mission of a 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 fosters self-confidence and personal growth.

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 speeches to the best of my ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communications and Leadership Program manuals;
- ◆ To willingly 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 willingly 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 educational and recognition programs;
- ◆ To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

3. Guide to New Toastmasters Members

We realize that new and potential Toastmasters members have many questions. The following sections try to give you an understanding of what being a Toastmaster is all about.

3.1 What to Expect

When you complete your membership application for Collins Avionics Toastmasters Club #3250, the Vice President of Membership will promptly send your application to national headquarters. Several weeks after Toastmasters International receives your application form, you will receive a packet of information from Toastmasters International. This packet will include your Communications and Leadership Program manual, a personal information sheet, a mentor request form, as well as other educational pamphlets.

You and the VP of Membership will schedule a time for your induction ceremony at an upcoming weekly meeting. This is a time to be introduced to the club and confirm your commitment to the Toastmaster's Promise.

3.2 Initial Meeting Participation

You will improve your communication and leadership skills by practicing them often. With this in mind, ask the Vice President of Education about the Opportunity Sheet to sign up for weekly meeting roles. This will get you started speaking in front of a group.

The first few meeting roles should be rather "*benign*," such as humorist, grammarian or timer. Refer to section 5 for a description of weekly meeting roles.

3.3 Training Material You Will Receive

When you submit your membership application to the VP of Membership you will be given a New Member Folder which includes:

- a copy of "The Ice Breaker" speech to get you started on preparing your first speech
- information on introducing speakers, and
- information on speech ideas
- Tracking Your Progress booklet

Within two months of submitting your membership application you will start receiving "*The Toastmaster*" magazine from Toastmasters International. This magazine is published monthly and provides information on upcoming Toastmasters events as well as articles which will give you tips for improving your communication and leadership skills. If you do not start receiving this magazine within two months, please contact the VP of Membership so the situation can be corrected.

"*The Transmitter*" newsletter is published bi-monthly by the local district. You will start receiving this publication within three months of submitting your application. Again, if you do not receive this newsletter contact the VP of Membership.

3.4 Starting Your Ice-Breaker Speech

The quickest way to improve your speaking skills is to practice. Toastmasters International has developed a set of manuals which guide you through speaking activities with a set of related lessons. The "*Ice Breaker*" speech is the first speech in the Communication and Leadership Program manual.

As a new member of Toastmasters, current members understand your apprehension to get started on that first speech; believe me, we've all been there and have had the same feelings of hesitancy. If you would like assistance in any way, please feel free to contact any member. Many have been in the club for several years and would be good resources as you try to prepare your IceBreaker speech or any other speech.

3.5 Selecting a Mentor

Collins Avionics Toastmasters Club #3250 is in the process of putting a formal mentor program in place. In the meantime, if you would like a mentor as a new member or as an established member, please contact the Vice President of Membership. The Vice President of Membership will work with you to identify a mentor to help you learn about Toastmasters and to help you with preparing your speeches.

4. Collins Avionics Toastmasters Club #3250 Guidelines

4.1 Guiding Principles

The premise of Toastmasters International is to learn by participating in weekly meetings through presenting speeches, running the meeting or responding to Table Topics questions. Each of these activities is evaluated by fellow Toastmasters members in a positive, constructive and friendly tone. At all times, each Toastmaster must keep in mind this principle and not degrade or criticize any Toastmaster for work they've done, but instead provide a positive, effective evaluation.

4.2 Where to Go For Help

Each member of the club is a resource for every new and current member. Each has experienced some aspect of Toastmasters and can relay their lessons learned.

The Toastmasters International Supply Catalog also provides many manuals to help with understanding each aspect of Toastmasters. Reference your Communication and Leadership Program manual for more information.

Collins Avionics Toastmasters Club #3250 has developed a club library with many items to help you learn each aspect of Toastmasters. These resources were purchased for use by each member as they learn and gain communication and leadership experience. Contact the Secretary for more information about the club library.

4.3 Mentoring

If any member would like a mentor, contact the VP of Membership.

4.4 Meeting Time/Place

Collins Avionics Toastmasters Club #3250 meets every Tuesday from 12:05 PM to 1:00 PM in the Information Systems Conference Room in building 105.

The leadership team meets once per month. Contact an officer for time and location if you would like to attend.

4.5 Meeting Agenda

Refer to Section 7 for the weekly meeting agenda.

4.6 Meeting Information

4.6.1 Weekly Theme

The theme for each meeting can be found on the weekly information sheet. This is used by the Topics Master for preparing questions for the Table Topics portion of the weekly meeting and may also be used during the member and guest introductions portion of the meeting. The Topics Master should fill in a theme of their choosing on the Opportunity sheet.

4.6.2 Word of the Day

The Grammarian is responsible for selecting a word of the day to be used at each meeting. The word of the day is used during Table Topics responses or by any other member during the meeting. The idea of selecting the word of the day is to think on your feet and use a specific word during your speaking time. You may not realize it when you first join, but thinking about using the word of the day is a very difficult skill to master.

4.6.3 “AH” Bell

The AH bell is used in the club to help members realize they are repeating some word or phrase or frequently saying “AH” or “UM.” The intent of the “AH” bell is to bring to the speaker’s attention to something they need to work on in the future to become a better speaker.

4.6.4 The Timing Device

One leadership quality Toastmasters involvement builds is estimating time needed and not running over the time allotted. The “green” light turns on when you’ve met the minimum time required to fulfill your speaking requirements. The “yellow” light turns on when you are getting close to the end time allotted and you should start thinking about wrapping up your speech or response pretty quickly. The “red” light indicates you’ve reached the maximum time allotted. After another 30 seconds you will be disqualified from any voting competition.

4.6.5 Evaluations

Imperative to the learning process is positive, constructive feedback from your audience. Toastmasters provides that feedback through the evaluation process. You will find the evaluation portions of each meeting one of the best ways to really learn what you can do better during your speech or response.

Collins Avionics Toastmasters Club #3250 uses four types of evaluations: formal evaluations of manual speeches; individual evaluations from each member attending the meeting; evaluations of Table Topics responses; and general evaluations of the club, the meeting and the execution of leadership roles.

Formal evaluations are presented by the Evaluator in the latter part of the meeting. This is an opportunity for the speaker to hear an honest, helpful critique of their speech. See section 6.8 for the role of the Evaluator.

The individual evaluation forms for manual speeches are very similar to that used at Toastmasters International speech contests. We use this form so each member can provide additional feedback to the speakers, start preparing for evaluating at an area contest and to understand what items you will be evaluated on when you enter a contest.

Evaluations are done for each Table Topics respondent. This is a short note given to each respondent providing feedback on their Table Topics response.

A general meeting evaluation is given by the General Evaluator to discuss how roles were performed throughout the meeting. This is a time to share ideas on how to better the meetings.

Collins Avionics Toastmasters Club #3250 encourages each member to complete an evaluation form for each speech and each Table Topics contestant. The evaluations should not be a “whitewash” but should be positive and offer some constructive comments on how they could improve in some way. Refer to your New Member Packet from Toastmasters for the brochure with hints on preparing, writing and delivering an effective evaluation.

If at any time you feel some other speaker in the meeting could benefit from an evaluation please feel free to jot down comments for that member.

4.6.6 Voting

Each meeting provides a time to vote for Best Speaker, Best Table Topics respondent and Best Evaluator. The contest is a means to provide friendly competition and a challenge to each member.

The Timer collects the voting ballots. In the event of a tie, the Timer votes again. At no time should the Timer reveal to the club that there was a tie or the vote count.

4.6.7 Traveling Trophy

The Club has a traveling trophy for Best Evaluator, Best Table Topics Contestant and Best Speaker. The best evaluator, table topics contestant and speaker take the trophy with them and are able to present it at their office throughout the week. The trophy should return to the club meeting each week. If you know you will not be able to attend the next meeting, please leave the trophy in the cabinet of the conference room so it will be available for next week’s winner.

4.7 Means of Communication

4.7.1 Web Site

The VP of Public Relations updates the club’s internet web-site as club details change. You can reach the club’s web-site from the Rockwell Collins home page (RWEB) or entering the web address, <http://www.geocities.com/Athens/Forum/8805/>. This Website is based at Geocities so it is available to the world to view and not only internal to Rockwell Collins. Contact the VP of Public Relations if you would like to make additions or changes to the club web page.

4.7.2 Newsletter

The VP of Public Relations prepares a bi-monthly newsletter to members. Please provide any interesting quips, quotes or stories to the VP of Public Relations for inclusion in the newsletter "Plane Talk." Is this still happening?

4.7.3 Weekly Information Sheet

This sheet is sent to members on a weekly basis to keep members informed of the events and happenings of the Club. It shows the current membership list, meeting duties, pre-meeting duties, upcoming events in the club and a typical meeting flow, as well as other important information pertaining to the club.

4.7.4 Opportunity Sheet

The Opportunity Sheet is available to the members at each meeting and maintained by the VP of Education. It contains a matrix of meeting responsibilities which members can sign up for. If you want to do a certain task during a meeting or want to pick a theme for a certain day, this is your OPPORTUNITY.

4.8 Club Information

4.8.1 Officers

Toastmasters International provides the opportunity for officer elections to be held twice yearly. Collins Avionics Toastmasters Club #3250 has opted to only elect officers once per year, in May. The new officers take office on July 1.

4.8.2 Fiscal Year

The Toastmasters fiscal year runs from July 1 through June 30 with officer elections held in May each year. Officers are inducted as early in July as possible to transition formally to the newly elected officers.

4.8.3 Dues

Collins Avionics Toastmasters Club #3250 dues are \$24 annually, collectible in September. This, combined with the amount Rockwell Collins pays is sent in to Toastmasters International.

4.8.4 "The Cabinet"

A cabinet in the IS Conference Room contains the Collins Avionics Toastmasters 3250 supplies. It is the responsibility of the Sgt. @ Arms to ensure an adequate supply of materials is on hand for the meetings and to set up the room prior to the start of the meeting.

5. Description of Toastmasters Activities

5.1 Manual Speeches

One method Toastmasters use to develop their speaking abilities is through preparing and presenting manual speeches. When you join Toastmasters, you will be sent a packet of information about Toastmasters International, including the Competent Toastmaster Program (CTM) speech manual. The CTM manual contains ten speech projects that you will prepare and present during Toastmasters meetings (at your own pace). Once you have completed ten manual speeches, you are considered a CTM. By mailing your application to Toastmasters International, you will then complete your CTM award. At this time you can request manuals to start achieving the next level of Toastmasters, the Advance Toastmasters Bronze (ATM-B), or the Competent Leader. See section 9. for a more detailed description of the Toastmaster's educational program.

See Appendix B for a description of the first CTM speech project, preparing your "Ice Breaker."

5.2 Table Topics

Table Topics is that portion of every meeting designed to provide Toastmasters an opportunity for participation and impromptu speaking. Table Topics provides the opportunity for club members not giving a speech and not running the meeting to participate, receive an evaluation and improve their skills. Whether we realize it or not, we practice Table Topics impromptu speaking at every meeting we attend at work, at volunteer activities and even at home.

Guests always have the option of participating in the Table Topics portion of the meeting. If the Topics Master sees there are guests at the meeting, a brief description of Table Topics should be presented with a request for the guest to participate. If the guest does choose to participate, we do not use the "AH" bell during their response.

Table Topics is led by a person known as the "Topics Master." The Topics Master is responsible for preparing interesting questions, or table topics, and presenting these questions to an unsuspecting member based on a weekly meeting theme. While the Topics Master prepares the questions in advance of the meeting, he or she does not reveal the questions to the participants until just before they are expected to answer. The participant listens to the question, and then must stand up and respond to the question with a 1-2:30-minute answer.

Table Topics questions are generally created with a single theme. This theme is announced ahead of time on the weekly meeting flier. Although a particular theme, such as “Rain,” may seem limiting at first, a creative Topics Master can tie almost any question into a central theme. For example, if the topic is Rain, the Topics Master might ask questions about acid rain, Singing in the Rain, Noah’s Ark, flash flooding, and so on.

Collins Avionics Toastmasters Club #3250 includes a Word of the Day for use in Table Topics responses. The purpose of the Word of the Day is to increase vocabularies and to add more of a challenge to the typical responses.

When a person is finished responding to the Table Topics question, all Toastmasters are encouraged to write down comments describing what the speaker did well and suggesting areas the speaker could improve upon. You could also comment on something you enjoyed about the response. This constructive feedback makes the speaker aware of actions they may not know they are doing and helps the participants to improve their impromptu speaking skills at every meeting. Also, when the time for Table Topics has expired, all Toastmasters vote (on secret paper ballots) for the person they thought made the best response. The winner receives a ribbon for “Best Table Topics” and possession of the traveling trophy.

6. Explanation of Roles

Each week the roles described in this section rotate to a different member, providing each Toastmaster with the opportunity to develop their communication and leadership skills. As you assume the weekly meeting roles, you should prepare sufficiently to carry out the role confidently and with grace. In order for Collins Avionics Toastmasters Club #3250 to be a success, each member must take their weekly assigned role seriously and prepare adequately.

Section 7 presents the duties of each role in the context of the Collins Avionics Toastmasters Club #3250 meeting agenda. This agenda format is helpful for all members who are fulfilling a role during the meeting, as it provides an outline of the duties as well as a schedule of events common to each meeting. Keeping to the agenda schedule helps each member develop leadership skills.

6.1 Chairperson

The Chairperson presides over each meeting and retains control of the club throughout the meeting.

Responsibilities:

Prior to the meeting

- Contacts the Toastmaster and the Humorist to ensure they are able to fulfill their duties.
- Prepares an introduction for the Grammarian, Timer, Humorist, and Toastmaster.

During the meeting

- Calls the meeting to order at 12:05 p.m.
- Introduces the Grammarian and asks for the Word of the Day.
- Asks each member to introduce themselves and provide a comment related to the weekly meeting theme so members can get to know each other better. Members are encouraged to use the word of the day in their introductions and throughout the meeting.
- Asks each member who brought a guest to introduce their guest to the club or if a guest came by themselves, the Chairperson will ask the guest to introduce themselves, if they wish.
- Asks about outside speeches.
- Introduces the Humorist.
- Thanks the Humorist.
- Introduces the Toastmaster for the meeting.
- Thanks the Toastmaster.
- Conducts the business portion of the meeting.
- Wraps up the meeting at 1:00 p.m.

6.2 Humorist

The Humorist is a member who gives a short humorous quip, quote or story at the beginning of the meeting to lighten the mood and help other members relax. The Humorist is called on by the Chairperson and generally speaks from the lectern, but is only in front of the room for a short time, and thus is an excellent role to assign to new Toastmasters members to “get their feet wet.”

Appendix A discusses the type of humor that is appropriate for the Toastmasters meeting, and gives several examples.

6.3 Toastmaster

The Toastmaster leads the scheduled speaking portion of the weekly meeting.

Responsibilities:

Prior to the Meeting

- Contacts the scheduled speakers, the Chairperson, the Topics Master, and the General Evaluator to ensure they are able to fulfill their duties.
- Interviews each speaker to get speech title, manual project number, purpose to be achieved, and time requested.

- Gathers background information and prepares introductions for each speaker, the Topics Master, and the General Evaluator.
- Prepares remarks, which can be used as gap-filler material to present between speakers to aid in smooth transitions throughout the meeting.

During the Meeting

- Presides with sincerity, energy, and decisiveness.
- Introduces the Speaker(s), Topics Master, and General Evaluator.
- Leads the applause before and after the each speaker.

6.4 Topics Master

The Topics Master is responsible for leading the Table Topics portion of the meeting. As a general rule, the Topics Master should give an introduction to the question topic, ask the question and *then* call on a fellow Toastmaster to respond. This order ensures each Toastmaster listens to the question as anyone is fair game to be called on for a response. Guests are not called upon for Table Topics.

One goal of a Toastmasters club is 100% participation of the members attending a meeting. The Topics Master should keep in mind who is fulfilling a leadership role at a meeting and call on those members who don't have a formal role in order to provide them with an opportunity to further develop their communication skills.

Appendix A gives several examples of Table Topics themes and questions that have been used at past Toastmasters meetings.

Responsibilities:

Prior to the Meeting

- Prepares enough table topics questions to fill up the allotted time at the weekly meeting.

During the Meeting

- Explains the purpose of the table topics session and time limits of 1-2:30 minutes.
- Leads the discussion by calling on members to stand and give an impromptu reply on a subject given to them.
- Allows time for individuals to fill out evaluation comments after each response. (This should be quiet time – no filler information from the Topics Master).

6.5 General Evaluator

The General Evaluator is responsible for conducting the evaluation portion of the meeting.

Responsibilities:

Prior to the Meeting

- Contacts the scheduled evaluators, Grammarian and Timer to ensure they are able to fulfill their duties.
- Prepares an introduction for each speech evaluator.

During the Meeting

- Introduces each speech evaluator.
- Introduces the Grammarian for the Grammarian report
- Introduces the Timer for the speaking times of the speaker(s), and Table Topics respondents
- Calls for a ballot count (from the Timer) for best speaker (if there was more than one speaker), best evaluator (if there was more than one speaker) and best table topics respondent.
- Presents awards to each winner.
- Gives a general evaluation of the weekly meeting (did the meeting run on time according to the schedule, did the meeting run smoothly, were there any awkward silences or transitions, did everyone have an opportunity to participate...). Looks for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties.

6.7 Grammarian

The Grammarian role is to introduce members to new words and comment on the use of English during the course of the meeting.

Some of the items for which the Grammarian is listening during the meeting include:

- Word of the Day Usage
- Space Fillers (Um, Ah, An, So, Well, Rhetorical "OK")
- Grammar/Word usage errors (Double Dribbles, Awkward Grammar, Misplaced Modifiers, Dangling Participles, Jargon/Tech Talk/Acronyms, Run-on sentences).
- Pronunciation Errors
- Voice (Rate, Pitch, Variety, Use of Pause)
- Effective Words or Phrases

The optional Grammarian Report form (Appendix D) is available to assist the Grammarian in making notes of grammar usage/misusage during the meeting. The Grammarian report form also provides information/examples of the above items that the Grammarian is to track.

At the end of the meeting, the Grammarian reports on the grammar usage. The Grammarian may suggest the correct usage for any errors identified during the meeting. Individual comments should be noted on the Table Topics evaluation form.

Responsibilities:

Prior to the Meeting

- Selects the Word of the Day.

During the Meeting

- Announces the Word of the Day and its definition
- Provides sample sentence for usage
- Completes and presents the Grammarian report

6.8 Timer

The Timer role is to set up and operate the electronic timer and audio tape recorder. Manual speeches, Table Topics responses and speech evaluations are times. The exact time of each should be reported during the Timer report. A speaker's time will begin with the first word uttered by the speaker. There is a 30-second margin on the minimum and maximum speaking times for most speeches, but 31 seconds under or over the time limits disqualifies the speech from consideration for speech awards. Some ATM speeches do not allow the thirty second margin.

The Timer also tallies the votes for Best Speaker, Best Evaluator, and Best Table Topics. In case of a tie, the Timer casts the tiebreaker vote. (The Timer may end up voting twice, once in the regular voting, and a second time for the tiebreaker vote.) The Timer, when called upon, will name the winners of these votes, but not the specific totals, or the existence of a tie. The timer should find an alternate table topics vote counter if he/she participated in the table topics portion of the meeting.

Responsibilities:

Prior to the meeting

- Sets up timing equipment
- Sets up the audio tape recorder

During the meeting

- Operates the audio recorder
- Times and records the length of each speech, evaluation and Table Topics response.
- Presents the speaking times
- Tallies votes for Best Speaker, Best Evaluator, and Best Table Topics
- Announces winners for Best Speaker, Best Evaluator, and Best Table Topics

6.9 Evaluator

The role of the evaluator is to provide feedback to the speaker on how well a speech has been done and to give advice on improving the speech.

When giving an evaluation, remember to be as objective as possible. Always try to leave the speaker with specific methods for improvement.

When presenting the oral evaluation, be sure to begin and end your evaluation on a note of encouragement or praise. Try to cover the most important aspects of the evaluation and end with a suggestion for future improvement. If a speech is exceptionally well done, praise the speaker and tell why it was extraordinary so the speaker is encouraged to repeat this style and level of performance in their next speech.

For help in preparing evaluations read the Effective Speech Evaluation manual which you received with your New Member Kit from Toastmasters International.

Responsibilities:

Prior to the Meeting

- Contact the speaker to find out the manual project to be presented. Be sure to ask the speaker if there are any specific areas they want you to watch for.

During the Meeting

- Get the manual from the speaker.
- Record your impressions of the speech in the manual along with your answers to the evaluation questions.
- Give an oral evaluation of the speech.

6.10 Speaker

Each speaker's role is to speak in front of a group to enhance their communication and presentation skills. See section 5.1 for more information on Manual Speeches.

Responsibilities:**Prior to the Meeting**

- Prepare a speech.
- Prepare an introduction to your speech and provide it to the Toastmaster as a suggestion or guideline.
- Talk to the Toastmaster and Sergeant at Arms about room arrangements, visual aids, and/or props so you can seamlessly be introduced and deliver your speech.
- Contact the Evaluator of your speech to give them the Manual and Assignment number.
- Give the Evaluator your speech Manual.
- Make sure that all props for your speech are set up and ready to go.

During the Meeting

- Give your speech.
- Listen intently to the evaluation of your speech for hints that will assist you in your next speech.

7. Meeting Agenda

Following is the weekly meeting agenda used by Collins Avionics Toastmasters Club #3250. This agenda was created specifically for a 55-minute meeting format to complete all club weekly meeting roles and finish on time. Collins Toastmasters Club meets each Tuesday in the Information Systems Conference room in building 105 from 12:05 PM until 12:55 PM.

- 12:05 Chairperson**
 Call meeting to order
 Welcome Guests & Members ("Welcome Guests & Members to Collins Avionics Toastmasters #3250")
 Ask Grammarian for the "Word of the Day"
 Members & Guests introduce themselves (Short introduction by each member/guest giving their name, where they work, maybe another bit of information in relation to the meeting theme)
 Ask about outside speeches
 Introduce the Humorist
 Introduce the Toastmaster
- 12:12 Toastmaster**
 Welcomes Guests and Members
 If guests new to Toastmasters are present, briefly describe the following positions: Chairperson, Toastmaster, Topics Master, General Evaluator, Grammarian, and Timer
 Speech Importance (Manual and Speech #)
 Introduce Evaluator to read speech objectives and time requirement
 Give formal introduction of the first speaker
- 12:15 Speaker**
- 12:23 Toastmaster**
 Speech Importance (Manual and Speech #)
 Introduce Evaluator to read speech objectives and time requirement
 Give formal introduction of the first speaker
 (Speaker name, Speech Title, Speech Title, Speaker name) (TM leads applause)
 Allow 1 minute for evaluation response – this should be quiet time
- 12:25 Speaker**
- 12:32 Toastmaster**
 Introduce Topics Master
- 12:33 Topics Master**
 Explain time limits
 Present Table Topics questions (Read question first, then select a respondent)
 (Allows one minute for evaluation response between questions – this should be quiet time)
 Return lectern to Toastmaster
- 12:43 Toastmaster**
 Introduce the General Evaluator
- 12:44 General Evaluator**
 Asks Timer for speaking times
 Remind group to vote for best speaker (if second speaker)
 Remind group to vote for best Table Topics respondent
- Evaluator(s)** Introduce speech evaluator(s)
 Asks Grammarian for Grammarian Report
 Remind group to vote for best evaluator (if second evaluator)
 Give general meeting evaluation
 Present awards for best speaker, evaluator and table topics
 Return lectern to Toastmaster
- 12:54 Toastmaster**
 Give a witty remark or closing comment
 Return lectern to Chairperson
- 12:55 Chairperson**
 Ask for any Old/New Business
 Information for the good of the order
 Ask guests for impressions/comments
 Review job assignments for next meeting
 Closing Remarks
 Motion for close, second, Adjourn meeting

8. Officer's Responsibilities

Collins Avionics Toastmasters Club #3250 officers are a valuable resource for each club member. A current list of club officers can be found on the Club's web-site. Please feel free to call on any of them if you have a question or need assistance in any way. The following subsections describe the duties and responsibilities of each club officer.

8.1 President

The President of a Toastmasters International chapter is responsible for leading the club and presiding over club meetings. The President has the following primary duties:

- Set goals and theme for the Toastmasters year
- Prepares and distributes Leadership Team meeting agenda
- Chairs the Leadership Team and conducts club business
- Supports use of the District and Club Success Plan programs
- Attends TLI training sessions twice a year
- Encourages all club members to attend training sessions (TLI)
- Prepares and submits semiannual reports to Toastmasters International
- Coaches other executive members as needed
- Represents the club to national headquarters
- Attends Area, Divisional and District Conferences
- Recognizes club member achievement
- Votes at District, Regional and International meetings or provides proxies to be cast in the best interest of the club
- Encourages club members to set and attain personal goals within the Toastmasters club

8.2 Vice President of Education

The Vice President of Education is responsible for planning club meetings and promoting the Toastmasters educational program. The VP of Education has the following primary duties:

- Plans dynamic club meetings and prepares weekly meeting schedules
- Promotes the Toastmasters International education programs
- Assures each guest receives the weekly email
- Orients new members to the program and to the club
- Provides tips to all members regarding preparing and presenting effective evaluations
- Arranges for Speechcraft and other Success/Leadership Programs
- Arranges Youth Leadership Programs
- Plans and facilitates club speech contests
- Provides secretary with names of members achieving awards (CTM, ATM, ...)
- Chairs the Education Committee
- Participates in leadership team meetings
- Presides in the absence of the president
- Attends Area, Division and District conferences
- Votes at Regional, District and International business meetings or provides proxies to be cast according to the best interest of the club
- Sends copy of "Tips" to each club member
- Initials member's manual after completion of speech
- Attends TLI training sessions twice a year

8.3 Vice President of Membership

The Vice President of Membership is responsible for planning club promotions to build a strong club membership. The VP of Membership has the following primary duties:

- Reports changes in membership to the Secretary, VP of Education and to the club members
- Prepares and facilitates a plan to build club membership
- Prepares and submits new member applications to Toastmasters International
- Facilitates member satisfaction
- Prepares the Semiannual Membership Report
- Presents all new members with a New Member Folder
- Chairs the Membership Committee
- Follows up with each guest with a thank you note for attending a weekly meeting
- Offers assistance and support as the guest contemplates club membership
- Attends and participates in leadership team meetings
- Attends Area, Division and District conferences
- Organizes the Mentor program
- Attends TLI training sessions twice a year

8.4 Vice President of Public Relations

The Vice President of Public Relations is responsible for promoting Collins Avionics Toastmasters Club #3250 to colleagues, the Cedar Rapids community and to Toastmasters International. The VP of Public Relations has the following primary duties:

- Plans a public relations program
- Prepares publicity material as appropriate
- Produces a club bi-monthly newsletter
- Writes articles for the company publication Rockwell Collins Today and Rockwell News Network (RNN)
- Chairs the Public Relations Committee
- Attends and participates in Leadership Team meetings
- Plans and facilitates timely updates of the Collins Avionics Toastmaster Club #3250 Internet Web-site
- Attends Area, Division and District conferences
- Attends TLI training sessions twice a year

8.5 Secretary

The Secretary is responsible for keeping an accurate record of club membership and activities. The Secretary has the following primary duties:

- Maintains an accurate membership roster
- Records and distributes leadership team meeting minutes to all club members
- Participates in leadership team meetings
- Assists with preparing the Semiannual Membership Report
- Reports new officers to World Headquarters prior to June 30
- Keeps the Club Constitution and Bylaws
- Maintains general club correspondence
- Collects the club member profiles and distributes them to each member
- Prepares a summary of club accomplishments for the fiscal year
- Attends TLI training sessions twice a year

8.6 Treasurer

The Treasurer is responsible for maintaining club financial records. The Treasurer has the following primary duties:

- Prepares an annual budget for the club
- Provides the bank with a new signature card
- Notifies each Club member in writing of dues payable
- Collects payable dues and fees
- Issues dues check to Toastmasters International
- Pays all bills promptly
- Keeps complete and accurate records of all club financial transactions
- Presents a verbal and written quarterly financial report
- Submits club accounts for audit
- Prepares and submits orders for club purchases as needed and approved by the leadership team
- Participates in leadership team meetings
- Attends TLI training sessions twice a year

8.7 Sergeant At Arms

The Sergeant At Arms is responsible for maintaining club equipment, club meeting setup and for welcoming all guests and members. The Sergeant At Arms has the following primary duties:

- Arranges meeting room for weekly meetings, leadership team meetings and other special meetings throughout the fiscal year
- Greets all guests and members
- Maintains all club equipment and materials
- Plans periodic club social events
- Participates in leadership team meetings
- Attends TLI training sessions twice a year

8.8 Past President

The Past President remains available after the term expires to provide guidance and to serve as a resource to the other members of the club. The Past President has the following primary duties:

- Chairs the Nominating Committee
- Helps with the Distinguished Club Program
- Promotes the club's efforts to become a Distinguished Club
- Provides guidance and serves as a resource to other club members
- Attends TLI training sessions twice a year

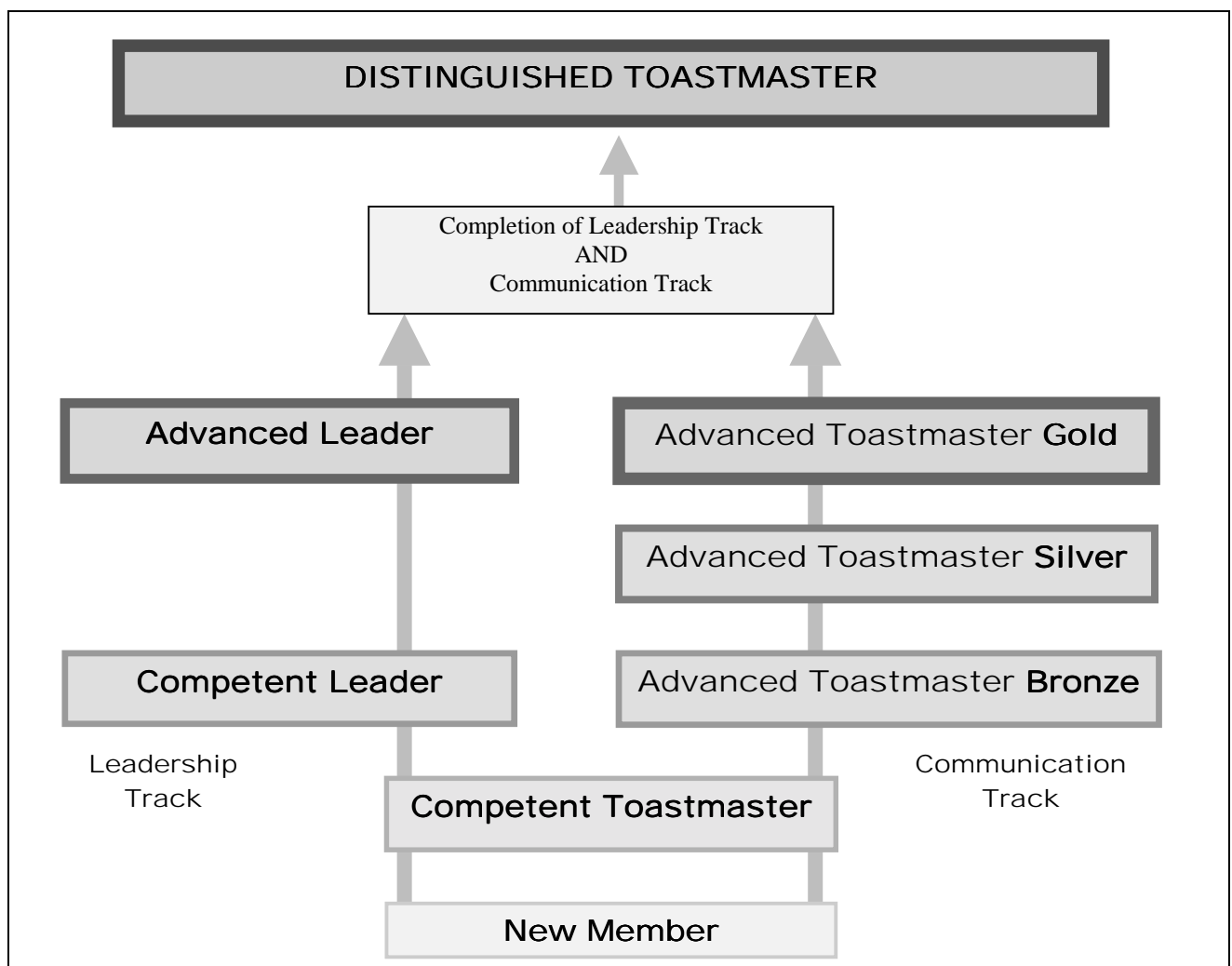
9. Toastmasters Educational Program

The educational program is the very heart of the Toastmasters organization. By participating in the educational program, each member develops communication and leadership skills to help achieve goals they have set for themselves.

The Toastmasters educational program is divided into two tracks, a communication track and a leadership track. The following sections will describe each track in detail. Each Toastmaster member may participate in either one or both tracks at the same time.

The program described in this handbook is that of the program put in place on July 1, 1997.

The new member begins working through the Communication and Leadership Program at their own pace. After completing manual assignments and completing requirements for awards, you will progress to advanced levels in the Toastmaster Communication and Leadership Track program as described in the following sections.



9.1 CTM Award

There are 10 speeches in the CTM Manual. Toastmasters members who complete all assignments in the CTM manual are eligible to receive the CTM Award. As you complete each speech in the CTM manual, record the speech in the back of the CTM manual and have the form initialed by the Vice President of Education. When all 10 speeches are complete you are eligible to submit the CTM application form to World Headquarters and receive two manuals to start working on your ATM award.

9.2 Communication Track

After completion of the CTM, Toastmasters offers two paths for the member to fulfill their personal desires, the communication track and the leadership track. The communication track emphasizes speaking skills and is rewarded with ATM recognition.

9.2.1 Advanced Toastmaster Award Program

Once you have achieved your CTM Award, you can choose to begin to work towards your ATM Awards. The ATM program consists of different manuals, each containing 5 speech projects. Each of these manuals will help you further develop your speaking skills and offers you practical experience in handling different speaking situations you may encounter in your personal and professional life. There are three separate awards to earn as you work through the projects in the ATM manuals as detailed in the next three sections.

Up to two projects you complete to achieve your ATM award may be delivered outside the Toastmaster club environment if the Vice President of Education agrees in advance and a Toastmaster member evaluator is present and provides a written and oral speech evaluation and you have met all manual speech project objectives.

9.2.1.1 Advanced Toastmaster Bronze (ATM-B) Award

When you have completed your CTM manual and two of the ATM manuals you are eligible to receive your ATM Bronze Award.

9.2.1.2 Advanced Toastmaster Silver (ATM-S) Award

When you have received your ATM Bronze Award, have completed two additional ATM manuals and have conducted any two programs from the *Better Speaker Series* and/or the *Successful Club Series* you are eligible to receive the ATM Silver Award.

9.2.1.3 Advanced Toastmaster Gold (ATM-G) Award

To receive the ATM Gold award, you must have already received your ATM Silver Award, completed two additional ATM manuals, conducted a Toastmaster- registered *Success / Leadership Program*, a *Success / Communication Program* or a *Youth Leadership Program* and coached a new member with the first three speech projects in the CTM manual.

9.3 Leadership Track

The Toastmasters Leadership Track provides members an opportunity to practice skills necessary to become effective leaders. Club members can serve as club leaders to develop skills in planning, training, motivating and managing. As a club officer, you are automatically in the Leadership Track.

Toastmasters International has several publications you can use to guide you through your leadership development.

The next three sections describe requirements for achieving leadership track awards.

9.3.1 Competent Leader (CL) Award

To be eligible for the Competent Leader Award you must have completed your CTM requirements, served at least six months as a club officer, participated in the preparation of a *Club Success Plan*, received training through District-sponsored officer training and conducted two programs from *The Successful Club Series*.

9.3.2 Advanced Leader (AL) Award

To receive the Advanced Leader Award, you must have achieved your CTM award, served a complete term as a District Officer, completed the High Performance Leadership program and served successfully as a Club Sponsor, Mentor or Specialist.

9.4 Distinguished Toastmaster (DTM) Award

The Distinguished Toastmaster Award is the highest award the Toastmasters organization bestows on its members. The DTM Award recognized both communication and leadership skills. To be eligible for the DTM Award, you must have completed your ATM Gold Award and your Advanced Leader Award.

9.5 Accredited Speaker Program

Toastmaster International also has a special program to recognize those members who have professional-level speaking skills. This program is conducted annually. To qualify as an Accredited Speaker, an applicant must be a current active Toastmaster member, have received an ATM Award and have a minimum of 25 speaking engagements to non-Toastmasters audiences within three years of application date. Five letters of acknowledgment or appreciation from any of the 25 engagements must be provided as documentation of successful presentations. Additionally, each engagement must pass a rigorous two-stage judging process. Deadline for application to Toastmaster World Headquarters is November 1.

Appendix A - Examples

A.1 Humorist Examples

The following represent acceptable examples of humor used in the past at Collins Avionics Toastmasters Club #3250 meetings. These examples are given to help new members to prepare for the role of Humorist. As always, a Toastmaster keeps in mind the audience, and remembers that what might be funny in the one situation may not be funny in another. Above all, respect other member's culture, religious affiliation, political position and gender appropriateness when preparing for your role as humorist. All humor should be presented with good taste.

A.1.1 Joke Example

At a medical check up, a man expresses concern about his wife's hearing. "It seems to be getting worse all the time," the man tells the doctor, "but I'm afraid that she will be offended if I ask her about it. Do you know of some way that I could discretely test her hearing without offending her?"

The doctor responds, "Yes. Just go out for a walk with your wife some night and casually allow yourself to fall behind. When you are back far enough, ask your wife some question like 'What time is it?', in a normal voice. If she doesn't respond, move up closer and repeat the question. Keep moving up until she hears the question and answers."

"Thanks, Doc!" the man said and left the doctor's office. That night he talked his wife into taking a walk. After a while, the man dropped back about 40 feet behind his wife and said, "What time is it?" When he got no answer, he moved up to 20 feet behind his wife. "What time is it?" he asked again. He still got no response. He moved up to within five feet of his wife and once again asked, "What time is it?" This time his wife turned around angrily and said, "For the third time, it's seven o'clock!"

A.1.2 Visual Humor Example

At one meeting, the humorist had made several overhead projector slides of funny cartoons and wove them together with a humorous narrative. Visual humor such as this is appropriate as long as the humorist remembers that the primary purpose of Toastmasters is to improve public speaking skills. That means that the visual humor would not have been appropriate without the accompanying narrative!

A.1.3 Everyday Items Example

That crusty coffee cup that has been on the back corner of your desk for two weeks (yuck!), the time you stapled your fingers together (ouch!), the fact that you came to work that morning wearing two completely different shoes (duh) - all of these can be successfully used as subject matter for your presentation, provided you use a little imagination. One Toastmaster grabbed the morning paper and began marking it up with a highlighter. During his talk, he gave a very warped, very humorous slant to each of the articles or features he had highlighted. While this approach may not work for everyone, it can be easier for some than trying to remember and deliver a joke they had heard.

A.1.4 Books and Other Sources

There are many books that contain jokes and other forms of humor, some of them written by Toastmasters. Check your local library, bookstore or Toastmasters International catalog.

A.2 Table Topics Examples

There are innumerable questions, which can be asked during the Table Topics section of a weekly Toastmaster's meeting. This section presents many to spur your imagination when you assume the role of Table Topics Master.

A.2.1 Types of Table Topics

There are many different types of Table Topics questions, which could be prepared. The following sections present four different types of table topics, which may stimulate ideas when you are Table Topics Master.

A.2.1.1 Cartoon Caption

Cut out cartoons from a local newspaper and present them to the Table Topics Contestant. Ask the contestant to look at the picture and present an appropriate caption to the group and explain why the caption fits the picture.

A.2.1.2 Describe a Picture

Provide a picture and ask the Table Topics contestant to describe it to the group.

A.2.1.3 Ask Questions on a Topic

Using the theme, prepare questions based around the theme.

A.2.1.4 Continuous Story

Start a story and ask a Table Topics contestant to continue it. When the contestant's time is finished have them call on another member to continue the story. The story ends when the time allotted for Table Topics has expired.

A.2.2 Examples

The following represent examples of questions asked at previous Toastmasters meetings and regional Table Topics contests. The purpose of these examples is to give new members an idea of the type of questions they may be asked during the Table Topics portion of a meeting and also to help the new member filling the role of Topics Master to prepare appropriate questions. Keep in mind that the Topics Master can ask any question relating to the weekly theme.

A.2.2.1 Theme: Parents

Do you ever fear becoming one of your parents?

What are some of the mannerisms or traits that you exhibit that you recognize as being from one of your parents?

A.2.2.2 Theme: History

If you could have any one you wanted, living or dead, as your dinner guest, who would you choose and why?

A.2.2.3 Theme: Current Events

A little girl known to the world as Baby Jessica was the object of a heated custody battle in 1993 between her adoptive parents and her biological parents. After two years of delays and trials, Jessica was taken away from the only parents she had known for two years and was returned to her biological parents. Do you think the courts made the right decisions in this case, and why? or Explain why the courts must be involved in adoption suits.

A.2.2.4 Theme: Current Events - From Table Topics Division Contest

A young American was recently punished in Singapore for an act of vandalism by receiving lashes from a cane. Tell us, "To cane or not to cane?"

A.2.2.5 Theme: Toastmasters

How has Toastmasters helped you since you joined, or, if it has not helped you, how would you change Toastmasters to make it more helpful?

A.2.2.6 Theme: The Year 2044

Violence has reached an all-time high in the year 2044. President-elect Chelsea Clinton has vowed to dedicate her term in office to reducing the violence on the streets. She plans to make it illegal for anyone to own a handgun, and to introduce a nation-wide nightly curfew of 10:00 PM. In your opinion, will President-elect C. Clinton's plan be effective in reducing crime and violence?

A.3 Table Topics Contestant Response Examples

When you are called on to reply to a Table Topics question there are many ways to respond. The following sections present ideas, which should be helpful to the new and experienced Toastmaster.

A.3.1 Restate the Question

A common way to use time while you are responding to a Table Topics question is to restate the question asked. Restating the question also allows you time to think of an answer and organize your thoughts.

A.3.2 Reply in the Form of a Speech

When you prepare your reply, try to present it in the form of a speech with an introduction, a body and a conclusion. Expand on your answer to use up your entire time.

A.3.3 Concluding the Table Topics response

When you are finished with your Table Topics response, return control back to the Table Topics Master by saying, "Mr./Madame Topics Master." Try to refrain from closing your response with "Thank You." The audience should thank you for speaking. You should not have to thank your audience for listening.

A.3.4 Response Time Limit Requirements

Each Table Topics response should be at least one minute to qualify for winning in the contest later in the program. The maximum time limit for a Table Topics response is 2 minutes, 30 seconds. A response of less than the minimum or longer than the maximum will be disqualified from being considered during the voting for "Best Table Topics Response." You have reached the minimum time for a Table Topics response when the "Green" light is lit on the timer.

A.3.5 Truth Versus Fables

Each Table Topics response need not be the truth as you see it in your life. In fact, some of the best responses are completely fictitious. It is sometimes even easier to spin a tale than to speak about how you really feel on a subject.

Appendix B - Prepare CTM Speech #1 “Ice Breaker Speech”

The Ice Breaker speech is the first speech a Toastmaster gives toward their CTM award. The topic of the speech is YOU, a subject with which you should be somewhat familiar. Besides helping you to achieve your CTM award, the Ice Breaker speech project has the following objectives:

- To begin speaking before an audience.
- To help you understand what areas require particular emphasis in your speaking development.
- To introduce yourself to your fellow club members.

The Ice Breaker speech should last from four to six minutes. This may seem like a long time to be up in front of an audience to the new Toastmaster, but you will find the time will “fly by.” As an experiment, pick some facet of your life that is interesting to you and begin talking about it - alone in a closed room if you like. Time yourself, but don't look at the clock until you are finished talking - until you have exhausted the subject. You will be surprised how long that took.

Below is a list of questions that your evaluator will be asking him or herself when evaluating your Ice Breaker speech. These questions are summarized from the information given in your Communication and Leadership Program manual, which you will receive when you join Toastmasters. These questions should help you while preparing your speech:

- What strong points do you already have?
- Did the audience get to know you? How?
- Did the speech reflect adequate preparation?
- Did you talk clearly and audibly?
- Did the speech have a definite opening, body, and conclusion?

In addition to the questions above, the evaluator will be asked to do two things:

- Comment on your use of notes.
- List one or two specific suggestions to help you improve for your next speech.

When preparing for your Ice Breaker, be sure to choose three or four aspects of your life that interest you to include in your speech. You may want to talk about your hobbies, your family, your exotic fungus collection, or any aspect of your life you would like to share with the club.

Appendix C - Introductions

The following information on making memorable introductions is a summary of the material presented in the Communication and Leadership Program manual you will receive as a new member of Toastmasters.

INTRODUCTIONS: When introducing a speaker, the introduction should be two way; that is, you should introduce the audience to the speaker as well as the speaker to the audience.

An introduction should be like a mini speech, containing all of the elements of a full speech - it should have an opening, a body, and a conclusion. In the opening, try to grab the audience's attention and make them aware of the importance of the upcoming speech.

The body of an introduction should answer several basic questions:

Why this subject?
Why this speaker?
Why this audience?
Why at this time?

In the conclusion, you will actually present the speaker.

At Toastmaster contests, the speaker is introduced as follows:

“Speaker’s Name, Speech Title, Speech Title, Speaker’s Name”

In the club you can use either approach or give a formal introduction of the speaker by stating the topic, its importance, then introducing the speaker. A brochure is included in your New Member Folder, which gives helpful hints on introducing the speaker.

During the introduction, be sure to explain the expertise of the speaker and give any appropriate background information. The Toastmaster “profiles” available on the Collins Avionics Toastmasters Club #3250 Web-site as well as a quick call to the speaker prior to the weekly meeting should prove helpful as you prepare your introduction. Try to use the speaker's name throughout the introduction, to thoroughly familiarize the audience with the speaker.

Your goal is to build the audience’s expectation with the introduction, being careful not to give the speaker's speech. Say what needs to be said, transfer control to the speaker, initiate applause for the speaker and then sit down.

Appendix D – Grammarian Report

Grammarian's Report

Date: _____ Grammarian: _____
Word of the Day: _____

Word of the Day Usage

Name	Proper Context?	Name	Proper Context?

Space Fillers (e.g. um, ah, and, so, well, rhetorical "OK")

Name	Count	Suggest Ways to Improve

Grammar/Word Usage Errors (e.g. double dribbles, awkward grammar, misplaced modifiers, dangling participle, jargon/tech talk/acronyms, run-on sentences)

Name	Error	Suggested Ways to Improve

Pronunciation Errors

Name	Error	Suggested Ways to Improve

Voice (e.g. rate, pitch, variety, use of pause)

Name	Comment	Suggested Ways to Improve

Effective Words or Phrases

Name	Phrase	Comment

Definitions

Word of the Day Used By

Each Toastmaster is encouraged to rise to the challenge of using the word of the day during the meeting. The idea of selecting the word of the day is to increase the Toastmaster's vocabulary. The idea of using the word of the day is to think on your feet and use that word during your speaking time. The grammarian should not choose a word that is difficult to pronounce or has an obscure or obtuse definition.

Space Fillers (e.g. um, ah, and, so, well, rhetorical "OK")

Um, ah, and, so, well or a rhetorical "OK" may be used in place of a pause when speaking. By identifying these space fillers, members can eliminate them from their speech.

Grammar/Word Usage Errors (e.g. double dribbles, awkward grammar, misplace modifiers, dangling participle, jargon, run on sentences)

- A "double dribble" is when a speaker starts a sentence, stops, and then restarts the sentence again. Sometimes the same word is repeated and other times an entirely new sentence is started.
- Awkward grammar - Example: "Home is where he was at."
- Misplaced modifier - Example: "I know a man with a wooden leg named Smith" (His other leg was named Bob?)
- Dangling participle - This is a describing word, phrase, or clause that does not connect to or describe a noun or verb in the sentence. For example: "While a boy, my grandfather taught me how to fish." The phrase "while a boy" should describe the speaker ("me") or the action of teaching, but it seems to describe the grandfather (who as a boy couldn't teach his grandson how to fish). To fix a dangling modifier, you will probably have to add words and/or rearrange the word order ("When I was a boy, my grandfather taught me how to fish").
- Jargon/Tech talk – Speaking in acronyms, use of unfamiliar terminology. Be aware of your audience and it's members' ability to understand the terminology used.
- Run on Sentences – Contain more than one complete thought. Many run-on sentences can be eliminated by correct punctuation. In the speaking context, the use of pause and emphasis on words can help alleviate run-on sentences
- Miscellaneous – The following are examples of poor grammar and/or word usage:
 - Grammar Usage:
 - "He watched his horse take a turn around the track carrying a racing sheet under his arm."
 - "Lost: A watch by a lady with a cracked face."
 - [WRONG] "I heard that my roommate intended to throw a surprise party for me while I was outside her bedroom window."
 - [RIGHT] "While outside her bedroom window, I heard that my roommate intended to throw a surprise party for me."

Word Usage:

- accept/except, advert/avert, lie/lay, principal/principle, its and it's

Pronunciation Errors

The following are typical pronunciation errors:

across (a-CROSS) - Incorrect: (a-CROST)
athlete (ATH-leet) - Incorrect: (ATH-a-leet)
Arctic (ARC-tic) - Incorrect: (AR-tic)
comfortable (COM-fort-a-ble, COMF-ta-ble) - Incorrect: (COMF-ter-ble)
electoral (eh-LEK-tor-al) - Incorrect: (eh-lek-TOR-al)
espresso (ess-PRESS-oh) - Incorrect: (ex-PRESS-oh)
February (FEB-roo-air-y) - Incorrect: (Feb-yoo-air-y)
forte (FORT) - Correct only as the music term: (for-TAY)
library (LIBE-rare-ee) - Incorrect: (LIBE-air-ee)
minuscule (MIN-uh-skyool) - Incorrect: (MIN-ih-skyool)
nuclear (NUKE-lee-ar) - Incorrect: (NUKE-yoo-lar)
nuptial (NUP-shul) - Incorrect: (NUP-shoo-al)
percolate (PERC-o-late) - Incorrect: (PERC-u-late)
plenitude (PLEN-i-tude) - Incorrect: (PLENT-i-tude)
probably (PRAH-bab-ly) - Incorrect: (PRAH-bal-ly, PRAHB-ly)
toward (TOW-ward) - Incorrect: (TOR-ward)

In addition, be aware of mispronunciation of names during the meeting.

Voice (e.g. rate, pitch, variety, use of pause)

- Rushed rate or slow speaking during a table topics answer, so as to fill the time required.
- Voice volume and control appropriate to the audience size?

Effective Words or Phrases

When a speaker can effectively express the meaning of the speech through words and phrases that allow the audience to visualize the context. Also, sometimes a speaker must be concise, direct and avoid ambiguity. This should be noted.

When giving the Grammarian Report

- Comment briefly on each of the items
- Do not mention names unless you are praising a member
- To help a certain individual with improvements, write a note on the table topics evaluation form.