



**TOASTMASTERS**  
INTERNATIONAL

**WHERE LEADERS  
ARE MADE**

Oasis Achievers TM

## FEATURES, BENEFITS AND VALUE

FEATURES	BENEFITS	VALUE TO THE INDIVIDUAL	VALUE TO THE ORGANIZATION
<ul style="list-style-type: none"> <li>▪ A self-paced program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unlimited personal growth</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee goal achievement</li> </ul>
<ul style="list-style-type: none"> <li>▪ Speech writing and presenting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Critical thinking</li> <li>▪ Effective presentation delivery</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clear communication</li> <li>Confidence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective employee communication</li> <li>▪ Better leaders</li> </ul>
<ul style="list-style-type: none"> <li>▪ Weekly interactive meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing experience</li> <li>▪ Overcoming fears</li> </ul>	<ul style="list-style-type: none"> <li>▪ Skill reinforcement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved morale</li> <li>▪ Enhanced performance</li> </ul>
<ul style="list-style-type: none"> <li>▪ Table Topics</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thinking quickly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Self-confidence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Better customer communication</li> </ul>
<ul style="list-style-type: none"> <li>▪ Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keen listening skills</li> <li>▪ Constructive feedback</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increased self-awareness</li> <li>▪ Positive mentoring</li> </ul>	<ul style="list-style-type: none"> <li>▪ More productive teams</li> </ul>
<ul style="list-style-type: none"> <li>▪ Participation in meeting roles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ease in front of a group</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective meetings</li> </ul>
<ul style="list-style-type: none"> <li>▪ Opportunity to conduct meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Time management skills</li> <li>▪ Self confidence and poise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effectively lead meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increased productivity</li> </ul>
<ul style="list-style-type: none"> <li>▪ Small groups</li> </ul>	<ul style="list-style-type: none"> <li>▪ A supportive environment</li> <li>▪ A positive atmosphere</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relationship-building</li> </ul>	<ul style="list-style-type: none"> <li>▪ Better teamwork</li> <li>▪ Improved retention</li> </ul>
<ul style="list-style-type: none"> <li>▪ Opportunity to fulfill officer roles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership growth</li> <li>▪ Career advancement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Better leaders</li> </ul>
<ul style="list-style-type: none"> <li>▪ Affordable dues</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cost effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive return on investment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive return on investment</li> </ul>



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## Toastmasters Meeting Assignments

Toastmasters are asked to perform different assignments to help meetings run with smooth efficiency, and provide a mutually supportive learning environment. A brief description of each role and its purpose is provided for your benefit.

If you have been assigned a role for a meeting, and for some reason are unable to attend the meeting or fulfill the role, please make arrangements for another Club member to fill in for you. ***Finding a replacement is your responsibility!*** Once you have found your replacement, please contact the Toastmaster of the Day and notify them of the change.

- **Toastmaster of the Day:** Acts as the host for the meeting. Introduces the speakers and other role players (e.g., “Ah” Counter, Grammarian, etc.). The TMOD sets the tone for the meeting and presents the awards.
- **General Evaluator:** Introduces the Evaluators, calls for reports from the role players, and critiques the overall meeting.
- **Word of the Day:** At each meeting, an individual is asked to present a word that members then attempt to incorporate into their speeches and conversation. This particular role helps us build our vocabulary and improve our understanding of the English language.
- **Table Topic Master:** Calls on members that do not have a speaking or role to give a two minute impromptu speech on different topics as selected by the Topics Master.
- **Speaker:** Delivers a prepared speech from a Toastmasters manual.
- **Evaluator:** Each prepared speaker is assigned an evaluator who gives a two-minute constructive evaluation of the speech based on the specific manual objectives. Concentration is on the areas of the presentation that were done well, and those areas the evaluator feels could use improvement.
- **Timer:** Times all speeches, evaluations, and table topics to keep the meeting within time parameters. The timer informs you whether you are under, within, or over time.
- **“Ah” Counter:** To help people become more aware of how often we might use “ah”, “um”, “so”, or other pause fillers, a member is assigned the function of tracking their usage.
- **Grammarian:** To improve the correct and effective use of language, the grammarian reports on how well the rules of grammar were applied throughout the meeting.
- **Vote Counter:** At each meeting there is a balloted vote for: 1) Best Speaker; 2) Best Table Topics; and 3) Best Evaluator. The Vote Counter tabulates the votes for each category and presents the results to the President. The President then presents the award in each category.
- **Trivia Master:** a member is assigned to this role to take note of important highlights during the meeting and asks the audience later to test their listening skills and retention.



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# 10 TIPS FOR SUCCESSFUL PUBLIC SPEAKING

*Feeling some nervousness before giving a speech is natural and healthy. It shows you care about doing well. But too much nervousness can be detrimental. Here's how you can control your nervousness and make effective, memorable presentations:*

1. **Know the room.** Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
2. **Know the audience.** Greet some of the audience as they arrive. It's easier to speak to a group of friends than to a group of strangers.
3. **Know your material.** If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.
4. **Relax.** Ease tension by doing exercises.
5. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear and assured. When you visualize yourself as such, you will be SUCCESSFUL.
6. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative and entertaining. They don't want you to fail.
7. **Don't apologize.** If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. KEEP SILENT.
8. **Concentrate on the message – not the medium.** Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.
9. **Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm.
10. **Gain experience.** Experience builds confidence, which is the key to effective speaking.



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## SPEAKING TIPS FROM THE PROS

*These tips for better presentations come from the many professional speakers that graciously answered surveys over the past three years. They supplement the 10 Speaking Tips from Toastmasters International.*

- **There is NO Substitute for preparation.** To be an effective presenter, it takes time to gather material, sort it out, focus the message, and to prepare for the “live” presentation. Wayne Choate (a professional speaker for more than 20 years) states, “The best time to prepare is *before* you have to give the speech.”
- **Brainstorm for ideas.** Use this opportunity to come up with ideas for the now as well as the future.
- **Practice, Practice, Practice.** David Brooks, the 1990 World Champion of Public Speaking, is adamant when he states that we, “... should practice our speech not until we hate it; rather, we should practice until we *love* (italics added) it!” There is no substitute for practice. This does not mean rote memorization; it does entail having the format, structure, and content rehearsed so that nothing will throw the presenter off track during the presentation.
- **Prepare for your exit.** Have two endings for your presentation. One ending allows you to wrap up within 30 seconds should you get caught short on time. This is your “*quick exit*” ending. Practice both so that either can be implemented on the spot.
- **Have a “love affair” with the audience.** Relate to the audience with topics that they are interested in, and that allow you to bond with them. Touch them with wit and humor, compassion and passion. Every presentation should touch three areas of the audience... the Head, the Heart, and the Funny Bone (Humor).
- **Make a point, tell a story.** When we tell a story to help accentuate the point we are trying to make, the audience will remember the story long after the presentation is over. Stories have the power to live forever in our memories, and using them to explain the point reinforces the learning experience.
- **Use triads for maximum impact.** The great speakers throughout history have used this simple technique to make their speeches and oratory stand out from the crowd. Using a triad is using the “power of three” to help the audience hear and comprehend the message. For example, have a Key Point and support it with three sub points. The sub points form the triad.



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- **Be Yourself! “Escalate, don’t emulate.”** No need to be like any other presenter, be the best that you can be and let your personality and characteristics shine through. This will enable you to work with any challenges we think we might have as presenters and turn them into our unique advantages.
- **Say “YES!” to stage time.** Take every opportunity to speak. (This tip is from Darren LaCroix, the 2001 World Champion of Public Speaking.)
- **Tape everything.** We are our own worst and best critics. Tape everything you present so that the opportunity for review is there immediately following the presentation. We gain more from listening to the presentation ourselves than we ever gain from someone else telling us their opinion. Skill and expertise will grow 50% faster using this technique than any other.
- **Segue (transition) smoothly.** Smooth transitions are important if the audience is to stay with the speaker. Remove filler words such as “ah”, “um”, “uh”, and “so” from the speech delivery. These words clutter the transitions and demonstrate lack of preparation or nervousness. Use transitions that help the audience know that the presentation is moving from one point to another.
- **Pronunciation, enunciation, articulation.** In short, speak with eloquence! Diction and correct grammar key to achieving this aspect of speaking. Other aspects of eloquent delivery include: vocal inflection; intonation; timbre; pitch; pacing; and using pauses for effect. In short, speak clearly using correct grammar and precise diction.
- **Take charge of the stage.** This translates into **stage presence**. Remember, when you are presenting you are the expert in the material that is being presented, and the audience is there to **listen** to what you have to say. Your stage presence is built upon your knowledge and comfort with the subject matter, your verbal message, and more important... your body language. The audience “*listens with their eyes*” and will become more aware of your non-verbal message than the verbal message if your body language and gestures are out of synch.