

Welcome Guest

This is a guide to some of the functions of the participants during the meeting tonight. We hope this will make your attendance at our meeting more enjoyable.

The Toastmaster - The primary duty of the Toastmaster is to act as the “Master of Ceremonies” and host the entire evening’s programme. This includes introducing the speakers and providing a smooth transition between speakers.

The Table Topics Master - The Table Topics Master prepares a series of topics based on a theme. After a short introduction of the theme, the Table Topics Master calls on members for a brief 1-2 minute impromptu speech. The purpose is to help members become experienced in thinking and speaking on their feet and handling interjections.

The Speaker - Speakers deliver prepared speeches from a selection of manuals. The first manual is Communication and Leadership containing 10 speeches, each of which focuses on a different aspect of public speaking. Different assignments have different objectives, but the primary purpose of all of them is to help members become more experienced, confident public speakers.

The Timekeeper - The Timekeeper records the times of all speeches and operates the lights. A green light means keep going; an orange light means prepare to finish; a red light means stop! It is important for every speaker to keep to time.

The Evaluator - The evaluator’s responsibility is to help speakers improve their skills. This is done by commending the speaker on aspects done well and recommending improvements in other areas. The Commend-Recommend-Commend (CRC) approach is generally used. Both written and oral evaluations are given based on speech assignment objectives.

The Grammarian - The Grammarian helps members improve their language skills by identifying the use of poor English during speeches. The Grammarian also identifies the use of “crutch” words, such as um, er, ah and any words which take the place of a pause at the end of a sentence. This helps members become aware of things detracting from a good speech. The Grammarian will also introduce a word for members to use during their speeches.

The General Evaluator - The General Evaluator evaluates the meeting as a whole and every speaker not already evaluated.

Thank you for visiting our meeting.
We hope you enjoyed yourself and will attend another meeting soon.

Newbury Speakers Club

A member of Toastmasters International
Meets every 2nd and 4th Tuesday Evening
7:30pm Newbury Rugby Club
Monks Lane, Newbury RG14 7RW

www.newburyspeakers.org

NS/VB/20A/0911

Information for Guests

Welcome to Newbury Speakers Club

A member of
Toastmasters International



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 foster self-confidence and personal growth.

Communication & Leadership Manual

The first manual every toastmaster works through is the Communication and Leadership Manual which contains 10 speeches. They are:

Speech 1 – The Ice Breaker

- Introduce yourself to your fellow club members

Speech 2 – Organize Your Speech

- Organise your thoughts into a logical sequence

Speech 3 – Get To The Point

- Deliver a specific message to your audience

Speech 4 – How To Say It

- Learn the value of using the right words to convey your message

Speech 5 – Your Body Speaks

- Explore the use of stance, movement, gestures, facial expressions and eye contact

Speech 6 – Vocal Variety

- Use voice volume, pitch, rate and quality to add meaning and interest to your message

Speech 7 – Research Your Topic

- Gather facts and information about your topic and use them to support your message

Speech 8 – Get Comfortable With Visual Aids

- Learn the value of props and other visual aids

Speech 9 – Persuade with Power

- Persuade the audience to adopt your viewpoint

Speech 10 - Inspire Your Audience

- Understand the mood and feelings of your audience

History of Toastmasters at a Glance

1924 – Ralph Smedley holds the first meeting of the Number One Toastmasters club in Santa Ana, California

1928 - First *Manual for Toastmasters Clubs* published, copyrighted by Ralph Smedley

1930 - The name *Toastmasters International* adopted and officers are elected

1930 - Publication of *The Gavel*, the first Toastmasters newsletter

1932 - Toastmasters International is incorporated

1933 - First issue of *The Toastmaster* magazine published

1936 – Southport becomes the first UK club to be given charter.

1937 – Glasgow Toastmasters Club receives charter

1938 - First inter-club speech contest

1946 – Scotland becomes first district (18) outside of the United States

1948 - First Toastmasters International Articles of Incorporation and Bylaws published

1950 – Ralph Smedley (our founder) granted honorary degree of Doctor of Humane Letters by Wesleyan University

1965 – Ralph Smedley dies aged 87

1969 - *Communication and Leadership Manual* introduced

1972 – 25 clubs in United Kingdom form District 71

1973 - Membership opens to women

1978 - Multi-manual *Advanced Communications and Leadership Program* introduced

1979 - First two Success/Leadership Programs introduced

1981 - Accredited Speaker Program begins

1982 - October, worldwide membership reaches 100,000

1989 – April, worldwide membership reaches 150,000

1993 – Number of clubs worldwide reaches 8,000

1993 - *High Performance Leadership* program introduced

2001 – UK clubs total 100 with 2,500 members

2001 – Number of clubs worldwide reaches 8,600

2001 – Worldwide membership reaches 180,000

2004 – Number of clubs worldwide reaches 10,000

2006 – *Competent Leadership* manual introduced