



Night Vision Toastmasters Club

NEW MEMBER KIT

Dear New Member,

Welcome to Night Vision Toastmasters!

Congratulations on taking this first big step towards developing your public speaking skills — skills that will help you for the rest of your life.

Overcoming the fear of public speaking takes lots of courage, but it's also fun and rewarding! The 'task' of becoming a proficient public speaker can seem daunting at first. It's like standing at the base of an enormous mountain and wondering how you will ever make it to the peak. The answer is simple — all Night Vision members are climbing that same mountain, and stage-by-stage we'll help you make it to the top.

Ultimately, though, your success depends on how much you participate. You will gain very little by “dipping your toe” in the water. Follow the lead of every successful Toastmaster before you and “jump into the middle of the pool”! Sign up for lots of roles and speeches and confront your fears head-on. You'll soon discover a whole new feeling of freedom and confidence that is yours for the taking.

Are you ready? Let's get started!

HOW TO GET STARTED:

Follow these easy steps to get the ball rolling!

- 1) Ask the VP of Education to assign you a mentor. Your mentor will work with you to make the best game plan to achieve your goals.
- 2) Try and speak at every meeting. If you are not signed up for a role then ask the Table Topics Master to include you in Table Topics.
- 3) As soon as you are an official member and receive your log-in information, start signing up for roles using the Night Vision website.

The 4 easiest roles to start with are:

Sgt. At Arms: Sets-up room and introduces Toastmaster

Timer: Keeps meeting on time

Wordmaster: Provides “word of the day”

Grammarian: Keeps track of “ums” and “ahs” and other grammar issues and also notes especially good use of language.

These 4 roles are explained in depth in the pages ahead.

- 4) A good strategy is to sign up for the same role 2 weeks in a row. This will allow you to get comfortable performing the role, and then you can try another new role. Or you can alternate: Timer one week, then Grammarian, then Timer, then Wordmaster, then Sgt. at Arms then Grammarian, etc. Concentrating on these 4 basic roles at the beginning will help establish your footing in the world of public speaking, as well as teach you how a Toastmasters meeting runs.
- 5) Plan to do your first speech from the *Competent Communication* manual — “The Icebreaker” — within the first month of joining. The sooner the better, as this speech is meant as a way of introducing yourself to the club.

MATERIALS:

Every new member will receive 2 manuals:

- 1) ***Competent Communication*** – contains the first 10 speeches you will do, with each speech teaching you a new basic skill.
- 2) ***Competent Leadership*** – a guide to becoming a better leader.

Toastmasters International sends these manuals in about 3 weeks, so we have included in this PDF a scanned copy of the first Competent Communication speech called 'The Icebreaker' so you can get started right away. Be sure to print it out to give your evaluator at the meeting. Staple the question-and-answer sheet into your manual once you get it.

To download additional useful information on how to evaluate a speech, use gestures and so on, go to

<http://www.toastmasters.org/newmember.aspx>

NIGHT VISION TOASTMASTERS WEBSITE

Once you become a member, you will gain access to the [Night Vision website](#) where you can sign up for roles. The webmaster will send you an introductory email that will get you going. Roles can get popular, so it's a good idea to sign up in advance. As a new member, visit the website as soon as you are sent your access email, then look at which roles are available for the next few upcoming meetings and sign up for a few of the basic roles, as described later in this PDF.

In addition to meeting agendas, there's a lot of good information here, so do look around! (Especially under "Member Downloads" and "More Useful Links.")

MENTORS

Although you can count on the support of all members to inspire, motivate and help you, it is your mentor who will take the greatest interest in pushing you towards your goal. This person will talk with you one-on-one to find out what your goals are. She or he will take that information and help you tailor a plan that will get you where you want to go. She or he will cheer you on as you meet each challenge. She or he will give you a friendly push of encouragement when they sense you struggling with self-doubt. Your mentor is there to help you succeed. Ask your VP of Education to assign you a mentor right away.

ETIQUETTE

Some basic etiquette that we all try to follow at Night Vision:

- To give everyone a fair shot at speech slots, we ask you to sign up for a maximum of two at a time. For example, you can sign up for a speech on July 19, and another speech again the following week or further down the road. If you're having trouble finding an available slot for your Icebreaker, ask your Mentor or the VP Education for help.
- If you suddenly cannot make a role you're signed up for, send an email to the membership and the Toastmaster to let them know what's up and ask if anyone can sub-in.
- Respond to the Toastmaster's request for intro for your intro, or be prepared for her/him to make something up!
- Try not to be late to the meeting as it disturbs the speakers.
- Turn off your cell phone before the meeting.
- Always start your speaking time with 'Fellow Toastmasters, welcome guests'. This is the standard Toastmaster address to the audience.

ETIQUETTE (cont.)

- Always remember to shake the Toastmaster's hand before you speak AND when you are finished.
- Be sure to fill out a Speech Evaluation Form for each prepared speech to acknowledge what each speaker has done well and to offer your suggestions. Even if you're new, your perspective is helpful.
- Pitch-in and help set-up/clean up the room. Yes, it is technically the duty of the Sgt. At Arms, but it's a big room so it's better if we all help out.

ROLES

Each Toastmasters role is designed to teach you a skill and give you an opportunity to practice your public speaking. Here are the typical roles:

| | |
|-----------------------------|------------------------|
| Sgt. At Arms | Harkmaster |
| Toastmaster (Meeting Chair) | Speaker |
| Timer | Speech Evaluator |
| Wordmaster | Table Topics Master |
| Grammarians | Table Topics Evaluator |
| Humourist | General Evaluator |

As a new member, concentrate on these 4 basic roles: Sgt. At Arms, Timer, Wordmaster and Grammarian. Eventually, you will be scheduled to chair a meeting, but that will typically be in several months, giving you plenty of opportunity to see how it's done. Right away, begin bringing in your Competent Leadership Manual to start getting credits toward your Competent Leadership Award.

HOW TO PERFORM THE ROLE OF SGT. AT ARMS

SGT. AT ARMS is responsible for setting-up the room before the meeting starts, and introducing the Toastmaster.

Arrive early (about 6:30 or sooner) so you can set up the room. We have a big room so it's likely others will be there to help you. There is also a "to-do" list taped to the supply box list that you can refer to. Those with experience will show you what to do. There are many tasks such as placing agendas on seats, setting up the podium, setting up the projector screen (if needed). Everyone usually grabs a task and gets on with it, so ask how you can help.

- 1) When you're the SAA, you set the tone for the meeting, so act confident and be enthusiastic! For bonus points, ask the Toastmaster ahead of time for info to use for their intro.
- 2) At 1 minute before the meeting starts (6:59), bang the gavel and announce "Meeting starts in 1 minute" (make sure you connect with the timer so you know when there is 1 minute to go). Give the gavel a good "bang" and make your announcement loud.
- 3) When the meeting starts, go up and say "Good Evening Fellow Toastmasters and Welcome Guests. Welcome to another Night Vision Toastmasters meeting. Before the meeting starts, please turn off your cell phones or anything else that may cause distraction. (pause for a bit to let people do this) Tonight's theme is _____ and our chairperson tonight is _____. Please welcome up _____!" (at this point, start clapping, then extend your hand and shake the Toastmaster's hand when they come up). Follow the same routine to begin the second half, except you don't need to mention about cell phones or what the theme is again.
- 4) At the end of the meeting, help break-down the room. Chairs can stay up as the janitor puts those away. But the lecturn/cart, projector screen, timing equipment, etc. all have to be put away. Any garbage should be thrown out, recycling goes in the bin.

HOW TO PERFORM THE ROLE OF TIMER

TIMER is responsible for keeping the meeting on time.

- 1) At the beginning of the meeting, make sure you have all the necessary equipment: timing flags, stopwatch, and agenda. Sit at the timing table. Get familiar with how the stopwatch works so you don't have problems when the meeting starts. Check the agenda for anything that confuses you and ask the Chair for clarification.
- 2) The Timer is in charge of timing every item on the agenda, so begin timing as soon as the Sgt. At Arms starts speaking. Use the agenda as the guideline.
- 3) The Chair of the meeting (Toastmaster) will invite you up to the front of the room to explain your role. Bring your flags. Here is what you say:
- 4) “Fellow Toastmasters, Welcome Guests! I am the Timer tonight and I will be in charge of timing the meeting and timing all meeting roles. We have 3 speeches tonight and they are all 5-7 minutes each. For these 3 speeches, with 2 minutes remaining I will hold up the green flag (hold up flag), with 1 minute remaining I will hold up the yellow flag (hold up flag), and when time runs out I will hold up the red flag (hold up flag). At 30 seconds after time runs out, I will start clapping the speaker down. “ (*note – this timing may change, depending on the length of the speeches being given. Always refer to the agenda. Also, do not clap down an Icebreaker speech once the 30-sec grace period is over— instead, wave the red flag vigorously.)
- 5) Continue speaking: “For Table Topics, the speeches are 2 minutes each, so I will show the green flag at 1 minute left (hold up flag), the yellow flag at 30 seconds left (hold up flag) and the red flag when time expires (hold up flag). 30 seconds after time runs out, I will start clapping the speaker down. Please try to stay on time tonight. Thank you!”

HOW TO PERFORM THE ROLE OF TIMER (cont.)

- 6) You will have to give 2 Timer reports so make sure you write down the times for the individual speeches and speech evaluators Report #1), and also the times and names for each Table Topic speaker and the Table Topics Evaluator (Report #2). When you get to the meeting, take a look at the agenda and you'll see where you have to make your reports. When the chairperson asks for a report, just read off the names and times from where you're sitting. For Report #1, only give the times for the prepared speeches and the evaluations. For Report #2, only give the names of the table topics participants, the topics they were asked and their times. You do not need to give a rundown on every single role from the start of the meeting.

****Note**** For Table Topics (Report #2), because you'll be using the stopwatch and flags for each individual Table Topic and the Evaluations, you will also need to use your phone or a watch to separately time the entire session, so you can tell the Table Topics Master how much time is left or when there is time for only one or two more speakers.

Another thing to be extra clear about is that you must time every single role and use the flags each time. This is how anyone who is speaking will know their allotted time is up. For 3-minute roles, you can put the green flag up at 2 minutes, the yellow up at 2 minutes 30 seconds, and the red up at 3 minutes. For 1-minute roles, green flag at 30 seconds, yellow at 45 and red at 1 minute. Use this same logic for the rest of the roles. The main thing is to make sure the speaker understands when their time is up. As long you are doing that then it's all good.

HOW TO PERFORM THE ROLE OF WORDMASTER

WORDMASTER is responsible for providing the “word of the day”.

- 1) Choose a word that is challenging, but not so hard that no one will have a hope of using it. Pick a word that people can actually use in everyday speech. Avoid jargon.
- 2) Before the meeting starts, write the word on the board at the front of the room, along with the definition and an example of it used in a sentence. Make sure it's written large and easy to read.
- 3) When you are introduced, come up and say, "Fellow Toastmasters, Welcome Guests! I am the Wordmaster tonight and the word of the evening is _____. “
- 4) Read the definition and the example from the board. Even better, memorize it or read it from a piece of paper so you don't have to turn your back to the audience.
- 5) Say, “For every use of this word you will get a “XX” cent credit towards any infractions that the Grammarian points out.”
(You can decide how much the credit is. Most people make it 25 cents, but a lower value encourages people to use the word more times.)
- 6) Finish with "I highly encourage you to use this word as many times as possible tonight”.
- 7) Keep track of who uses the word. At the end of the meeting the Toastmaster will ask you to give a verbal report from the front of the room. List everyone who used the word and how many times. You may want to give special mention to the person who used the word the most.

HOW TO PERFORM THE ROLE OF GRAMMARIAN

GRAMMARIAN is responsible for keeping track of everyone's non-essential words, like "ums" and "ahs". If you can do this comfortably, also listen for other grammatical errors and poor word choices. As the next step, record especially eloquent word usage as well.

- 1) Before the meeting starts, make sure you have a notepad or a piece of paper to take notes on. You'll need to write down everyone's name that has a turn speaking.
- 2) When you are introduced, come up and say, "Fellow Toastmasters, Welcome Guests! I am the Grammarian and I'll be keeping track of any unnecessary filler-words that are used tonight, such as 'ums' and 'ahs'. For every filler-word you use, I will charge you 5 cents, up to a maximum of 25 cents. Guests are excluded from paying a fine. Please try your best not to use any filler-words tonight, thank you!" For emphasis, you can use the piggy bank as a prop.
- 3) At the end of the meeting, the Toastmaster will ask you to give a verbal report from the front of the room. Use your notes to tell us who made infractions, what they were, and how many they made.

SPEECHES AND EVALUATIONS

- It's up to you how fast you progress through your Competent Communication Manual. Many people find that giving a speech every 3-6 weeks works well for them. Help keep your motivation up by always being signed up for two speeches in the future!
- Evaluations of your speeches and roles are a great learning opportunity. They're always done in the third person so that everyone can feel included and learn together.
- Once you've delivered a few speeches and heard a few evaluations, consider delivering an evaluation yourself. Check the online resources for more information, or ask your Mentor



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 friends around the dinner table. 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.

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

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 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 a tape recorder, record the talk and listen to it carefully, making any necessary improvements. Using a tape recorder 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 72.)

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 "body language" 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.

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" on page 80 after you complete each project. This will give you credit toward your Competent Communicator (CC) certificate.
- ▶ Don't be discouraged if your evaluator "missed the 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* (Catalog No. 202). It will help you understand how to get the most out of the Toastmasters program.

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 body language. 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?



Night Vision Toastmasters Club

FTH 2.0 WEBSITE

“How to sign up for a role”

STEP 1 - Go here: <http://nightvision.toastmastersclubs.org/>

TOASTMASTERS INTERNATIONAL

Night Vision Toastmasters Club

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- [login as site admin](#)

Club Member Login

You must be registered by the administrator of this website before logging in. If this is your first time logging in, or if you forgot your password, just select your name and click "Authenticate / Login" without entering in a password. An authentication link will be e-mailed to you.

Enter Your E-mail or Name, *Then Select Your Name*

koolkat3@me

Scott C. Wong (00003687)

Authenticate / Login **Close**

Our club...

- ▶ Is dedicated to public speaking excellence.
- ▶ Is fun, friendly, supportive & intelligent.
- ▶ Offers interesting meeting themes & informative workshops.
- ▶ Has a mentorship program for new members.
- ▶ Is energetic & often irreverent.

STEP 2 - Click on 'Member Login'

STEP 3 - Fill in your email (or name) and password
(Select your membership name and number when it drops down, after typing email)

****note**** If this is your first time logging in as a member, or if you forgot your password, you need to leave the password section blank and click the "Authenticate/Login" button. The site will then send you an email with the login link. Click that link, then follow the prompts to set up a custom password. This is a password that *you create*, it has not been assigned.



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Member Access Log
Scott C. Wong now logged in
Volker Bodegom, CC 9 days ago
Richard Popoff 15 days ago
Rudy Chau 19 days ago

▼ The Toastmasters Podcast

Meeting Agenda for January 05, 2012



Night Vision Toastmasters

Thursdays, 7-9 pm, at 1440 W12th Ave., Vancouver, BC
<http://nvttoastmasters.org/> or <http://nightvision.toastmastersclubs.org/>



Welcome to our meeting!

The mission of a Toastmaster 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.

Tonight's Theme: [Place Theme Here!]

[View Another Agenda](#)



| Time* | Role / Agenda Item | Member |
|---------|---|-------------------------|
| - | Foodmaster (Optional) Arranges for food to be brought to the meeting and put out during the break. | Sign Up |
| 06:30PM | Keymaster | Sign Up |
| 06:31PM | Assigned ahead of time, this Club Officer (or designated replacement) unlocks the building, meeting room, storage room and kitchen and puts out sandwich board and directional signs. At 7:15, unless other users need to come and go, the KM should lock the front door (using the hex key) and stand by to receive phone calls from any latecomers and let them in as needed. | |
| 06:31PM | Sgt. at Arms - Sets up Room | - |
| 07:00PM | Sets up the room for the meeting (there is a to-do list on the inside of our main storage tub). Also welcomes guests, invites them to take a name tag, introduces them to one or more members and writes guest names on the white board. | |
| 07:00PM | Sgt. at Arms - Opens Meeting | Sign Up |
| 07:01PM | (Preceded by a 1-minute warning at 6:59.) SAA welcomes the members, guests and distinguished guests and introduces the Toastmaster of the evening and the theme. Also, reminds everyone to set their phones to silent or turn them off. | |

**STEP 4 - Click on
'Meeting Agendas'**

**STEP 5 - select the
meeting agenda date
you want (see top
grey bar for date)**

**STEP 6 - sign up
for the role you
want**



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[Member Access Log](#)
Scott C. Wong now logged in
Volker Bodegom, CC 9 days ago
Richard Darruff 4E davis now

▼ Meeting Agenda for January 05, 2012

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| 07:00PM | Sets up the room for the meeting (there is a to-do list on the inside of our main storage tub). Also welcomes guests, invites them to take a name tag, introduces them to one or more members and writes guest names on the white board. | |

If you have signed up for a role correctly, you will see your name right here.

Click the 'x' if you want to remove yourself from a role.

****note**** you may have to refresh your agenda to see changes.

For additional info on the new site, see **User Guide** or **User Guide Video**



Night Vision Toastmasters Club

**Please contact the webmaster
with any additional questions**