

About Solent Speakers

© August 2007



- 1 Founded 2002 by communication consultant Robin Chawner.
- 2 2007/2008 Club Committee Members; Ken Amy , President;
Lee Greenwood, VP Education; Michelle Baker, Vice President, Membership;
Keith Oliver, Treasurer; Margaret Amy, VP Public Relations,
Susan Liu, Secretary, Robin Chawner, Web Site Administrator,
Glen Jayson, Sergeant-At-Arms,
- 3 A not-for-profit, community-based club for people to acquire and develop skills in communication and leadership.
- 4 We help people to connect with their 'inner confidence' and then to communicate to other people in a confident manner. A demo video is available free, on loan, entitled 'Connect With Confidence'.
- 5 Club membership open, by invitation, to anyone aged over 18 who works/lives in or around The Meon valley, The Solent, South & East Hampshire.
- 6 More than 100 people helped to date from all walks of life and over £500 raised For charities
- 7 New guests always welcome without obligation and without admission charge.
- 8 We focus on skills in listening, thinking and speaking.
- 9 Regular club evenings provide opportunities to give impromptu speeches, prepared speeches and constructive feedback to fellow members.
- 10 Meetings last approximately 2½ hours from 7:15pm. For 7:30pm, Titchfield Community Centre, Mill Street, Titchfield, PO14 4AB (01329 842933)
- 11 Received, June 2003, our Charter Affiliation to Toastmasters International
- 12 June 2005 and June 2004 : achieved International President's Distinguished June 2007 and 2006 achieved Select Distinguished Club Award.
These awards recognize success in membership growth, educational achievement and club administration.
- 13 One of 5 chartered Toastmasters Clubs - Arun (Chichester), Brighton & Hove, Eastbourne, Solent, Wessex (Winchester) and Worthing, forming Hampshire and Sussex Area 32) within South-East England Region
- 14 Past & present members and guests of international origin, including: Australia, China, India, Iran, Malaysia, New Zealand, Nigeria, Pakistan, South Africa, UK, USA, Zimbabwe

About Toastmasters International



- 1 The world's leading, not-for-profit, equal-opportunity, organisation dedicated to promoting excellence in communication and leadership.
- 2 Celebrated 80 years of service in its field in 2004.
- 3 More than 4 million people helped worldwide over the last four decades.
- 4 Around 11,000 clubs in over 80 countries around the globe.
- 5 Every 2 minutes, somewhere in the world, a Toastmasters Club meets, providing opportunities for around 20 or more people to grow in competence and in confidence in communication and leadership skills.



Solent Speakers

Help YOU to 'Connect with Confidence'

Need to get your words right?

Speech at college, public meeting, school, wedding, work

Interview for job, on radio, with newspaper

Work for a voluntary organisation?

Want to improve your confidence?

Starting up a business?

Raising funds for charity?

Come along as a 'welcome' guest - no cost
and no obligation to speak.

Watch, listen and pick up tips.

We meet every 1st & 3rd Tuesday (except August)

7:15pm for 7:30pm

Titchfield Community Centre, Mill Street, PO14 4AB

Want more information ?

Visit our web site : www.solent-speakers.org.uk

Email us : margaret.ken@tiscali.co.uk

Call : Ken / Margaret Amy 023 80 775354

Or Michelle Baker 01489 583961

For more information about Toastmasters International

www.d71org (UK & Ireland)

www.toastmasters.org

TOASTMASTER MEETING ROLES @

Sergeant-At-Arms

- Prepares the meeting room
- Declares the meeting open and hands over to the President
- Reconvenes the meeting after the interval

President or deputy

- Introduces the evening
- Welcomes guests

Toastmaster

- Explains Toastmaster protocol (lectern, lights, applause)
- Recaps on programme and any amendments
- Introduces team of facilitators, introduces speakers



Grammarian * ^

- Gives a word/phrase for the evening
- Observes and comments on grammar and vocal delivery

Timekeeper *

- Times speeches and evaluations, with lights as follows:
- **Green** (Minimum time reached), **Amber** (halfway), **Red** (Maximum Time)

TopicsMaster *

- Conducts an impromptu speech session; this gives participants opportunity to 'think on their feet'; normally excludes other planned speakers and also guests, unless the latter express a wish to participate.

Speech Evaluators ^

- Each speech receives structured and constructive feedback. Fellow members evaluate the speakers. Each prepared speech is evaluated and the Table Topics Session is evaluated as a whole

General Evaluator *

- Introduces team of evaluators
- Gives feedback on the whole evening, excluding those parts that have already been evaluated

* Members of the Toastmaster's Team

^ Members of the General Evaluator's Team

@ A fuller description of these roles is given in 'A Toastmaster wears many hats'

THE FIRST TEN SPEECHES AND THEIR OBJECTIVES

1 – The Ice Breaker (4-6 minutes)

- Begin speaking before an audience
- Discover speaking skills you already have and skills that need some attention

2 – Organise your speech (5-7 minutes)

- Select an appropriate outline which allows listeners to easily follow and understand your speech
- Make your message clear, with supporting material directly contributing to that message
- Use appropriate transitions when moving from one idea to another
- Create a strong opening and conclusion

3 – Get to the point (5-7 minutes)

- Select a speech topic and determine its general and specific purpose
- Organise the speech in a manner that best achieves these purposes
- Ensure the beginning, body and conclusion reinforce the purposes
- Project sincerity and conviction; control any nervousness you may feel
- Strive not to use notes

4 – How to say it (5-7 minutes)

- Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly
- Use rhetorical devices to enhance and emphasise ideas
- Eliminate jargon and unnecessary words. Use correct grammar

5 – Your body speaks (5-7 minutes)

- Use stance, movement gestures, facial expressions and eye contact to reflect and add meaning and interest to your message
- Make your body language smooth and natural

6 – Vocal Variety (5-7 minutes)

- Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message
- Use pauses to enhance your message
- Use vocal variety smoothly and naturally

7 – Research your topic (5-7 minutes)

- Collect information about your topic from numerous sources
- Carefully support your points and opinions with specific facts, examples and illustrations gathered through research

8 – Get comfortable with visual aids (5-7 minutes)

- Select visual aids that are appropriate for your message and the audience
- Use the visual aids correctly with ease and confidence

9 – Persuade with power (5-7 minutes)

- Persuade listeners to adopt your viewpoint or ideas or to take some action
- Appeal to the audience's interests
- Use logic and emotion to support your position
- Avoid using notes

10 – Inspire your audience (8-10 minutes)

- Inspire your audience by appealing to noble motives and challenging the audience to achieve a level of beliefs or achievement
- Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama



Courtesy of the Communication & Leadership Manual [edition 2004]
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