Toastmasters...

Is for Everyone! Everyone needs Toastmasters. Our face-to-face, experimental learning program benefits skilled professionals and beginning speakers alike.

At Toastmasters you'll learn to relax, plan, and present a terrific speech, whether you have 10 days to prepare - or just 10 seconds. You'll learn and practice in a friendly comfortable environment with people who are there for the same reason you are - to become a better communicator.

Lets You Talk! At a Toastmasters meeting everyone talks - that's why you're there. You'll build "quick-thinking" skills as you present a one-to-two minute impromptu speech during Table Topics. You'll also introduce speakers, give prepared speeches, conduct evaluations and perform many other roles.

Will Help You Improve! You'll improve just by speaking regularly. But the key to the Toastmasters learn-by-doing program is constructive evaluation. An assigned evaluator will point out your presentation's strengths and offer suggestions for improving your next speech.

Lets You Learn Leadership! You can't learn to be a leader in a day; it takes practice. In Toastmasters you'll build leadership skills by organizing and conducting meetings and motivating others to help you. You can also build leadership skills by working on a project related to your personal or professional life, or by serving as a leader in Toastmasters.

Gives You Recognition! Each time you present a prepared speech, you'll be honing your skills in specific areas ranging from using visual aids to inspiring your audience to persuading with power. After presenting ten speeches you can apply for recognition as a Competent Communicator, then proceed into our advanced speaking program.

"I've never met anyone who didn't think Toastmasters was super valuable to their career. We gain self-esteem, self-confidence, assertiveness. This makes us better salespeople, better managers, better leaders…"

Harvey Mackay, Bestselling Author

A Typical Meeting

A Toastmasters club meeting consists of three basic parts:

Prepared Speeches. During this portion of the meeting, several members present speeches based on projects in the *Competent Communication Manual* and/or *Advanced Communication Manuals* . Usually at least three speakers are scheduled, but this may vary depending on the meeting program and length of the meeting.

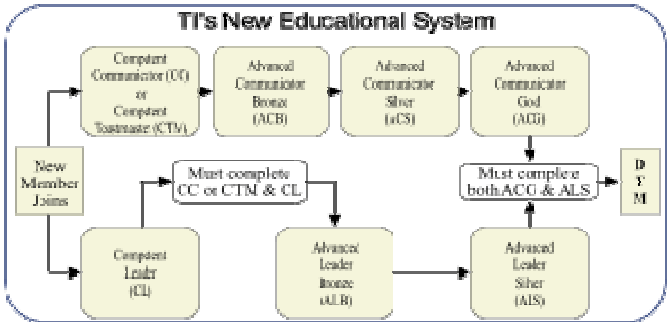
Evaluations. Each prepared speech is orally evaluated by a fellow member in a helpful, constructive manner using given evaluation criteria. In addition, the evaluator prepares a written evaluation for the speaker, and all members are invited to submit written comments to the speaker, too.

Table Topics. In this segment, members not otherwise scheduled as program participants have an opportunity to present one-to-two minute impromptu talks.

Some clubs also conduct a business meetings at least once a month to handle club affairs. The business meeting provides an opportunity for members to practice parliamentary procedure and leadership skills. The order in which these segments are conducted vary, too, depending on meeting length. Some clubs meet for one hour or less, while some clubs meet for 90 minutes or more. At the right is a sample agenda for clubs that meet for one hour.

The Communication and Leadership Tracks

The Toastmasters educational program consists of two tracks - a communication track and a leadership track.
Effective July 1, 2006



The Club Meeting

00:00 PRESIDENT
~ Call meeting to order
~ Invocation (optional)
~ Introduce Guests
~ Introduce Toastmaster

00:05 TOASTMASTER
~ Introduce Ah Counter
~ Introduce Grammarian
~ Introduce General Evaluator
~ Introduce Timer, etc.

00:10 TOASTMASTER
~ Introduce Speaker #1 (manual speech)
~ Introduce Speaker #2 (manual speech)
~ Introduce Speaker #3 (manual speech)
~ Introduce Topic Master

00:26 TABLE TOPICS MASTER
~ Explain Table Topics and theme
~ Conduct Table Topics
~ Return control to Toastmaster

00:43 TOASTMASTER
~ Introduce General Evaluator

00:45 GENERAL EVALUATOR
~ Introduce Evaluator #1
~ Introduce Evaluator #2
~ Introduce Evaluator #3
~ Call for vote
~ Call for reports from:
- Timer
- Grammarian
- Ah Counter

~ Make general comments
~ Return control to Toastmaster

00:55 TOASTMASTER
~ Present awards
~ Return control to President

00:57 PRESIDENT
~ Club Business
~ Thank guest(s) for attending and allow them to comment, if they wish

01:00 ADJOURN

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