



## Welcome to the Rio Copa Toastmasters

This packet of information is intended to familiarize you with the approach used by Toastmasters International to help you become comfortable with speaking in front of groups of people – whether it be leading a meeting or making a presentation before your management or peers.

It will be worthwhile taking a few minutes to review the following attached documents:

1. Club Mission Statement – (We are all on a mission)
2. How Toastmasters can help YOU – (Benefits of Toastmasters)
3. Icebreaker speech requirements
4. Tips for making your first Icebreaker speech.

Our meetings are:

**11:30 AM sharp every Wednesday at:**

**Rio Salado College  
2411 W. 14<sup>th</sup> St.  
Tempe, AZ 85281 USA**

Feel free to contact any member of our Executive Committee,  
with questions regarding our club.

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Our Speaking Workshop program is designed to be fun AND provide top-notch training in Communications and Leadership. We believe that our club will meet and exceed your expectations by living up to our reputation as the friendliest club in the Valley of the Sun!

Visit our web site: [www.RioCopa.org](http://www.RioCopa.org)

Dear Guest:

Welcome to Rio Copa Toastmasters!

Your communication and leadership skills are the cornerstone of your career and even if you're a superb leader and speaker without practice and feedback you'll never achieve what you could.

Our club is here to help you become the leader and communicator that you want to be!

The mission of our Rio Copa Toastmasters, and every 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.”*

Our Club is one of over 10,000 Toastmaster Clubs worldwide operating in over 90 countries. Through its member Clubs, Toastmasters International helps men and women learn the arts of speaking, listening, and thinking – vital skills which promote self-actualization, enhance leadership, foster human understanding and contribute to the betterment of mankind. Unlike other similar organizations you'll learn through practice and positive reinforcement instead of a traditional classroom environment or seminar; this means you'll learn skills that stick!

We meet weekly throughout the year from 11:30 a.m. until 12:30 p.m. We currently meet Rio Salado College. Membership dues are usually \$33.00 for six months, with a one-time new member fee of \$20.00. We collect dues twice a year and when members join the club.

I hope you choose to become a member of our Club and you begin participating in and benefiting from our unique learning environment. A copy of your first speech assignment as a member, *The Icebreaker*, is included in this package.

Any of our Club Executive would be happy to discuss your needs and expectations, as well as offer suggestions as to how our Club can assist in your development. Please speak with any of us or contact me at (480) 985-1555 or e-mail me at [president@riocopa.org](mailto:president@riocopa.org).

If you would like to learn more about Toastmasters on the web, please visit the Toastmasters International website at [www.toastmasters.org](http://www.toastmasters.org) or our website at [www.riocopa.org](http://www.riocopa.org).

Corey Grodner

Club President 2011-2012

This-Club Toastmasters Club #9120

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# **Rio Copa Toastmasters Club**

Toastmasters International

**Club # 9120, Area R4, Rio Division, District 3, Region III**

## **Our Club Values, Vision, & Mission**

### **The Values of Toastmasters International**

Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization, and we believe we should incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future.

### **The Vision of Toastmasters International**

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

### **The Mission of Rio Copa Toastmasters**

The mission of the Rio Copa 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.

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**Rio Copa**  
**Toastmasters International**  
**Club # 9120, Area R2, Rio Division, District 3, Region III**

**Terms and Functionaries**

A meeting agenda, prepared by the Toastmaster, outlines the sequence of events for each meeting and identifies who is participating in what activity and at what time. The following explanation of terms and program participants will help you to understand the jobs performed by our “functionaries:”

**Toastmaster:** Prepares the details of the agenda for the meeting, makes introductions of functionaries, introduces guests, makes sure the meeting stays on topic and on time.

**Word of the Day:** A word is selected and its use defined by the Grammarian. Its use during Table Topics helps expand our vocabularies.

**Ah Counter:** Calls our attention to the Ahs, Ers, Ums (or other sounds used as fillers) by ringing a bell each time a speaker utter such sounds or filler. The bell brings our attention to these speech crutches when we use them. Toastmasters, Evaluators and participants in Table Topics are subject to the Ah Counter bell. Formal speakers are not because they have the benefit of the full evaluations.

**Timer:** Speakers, evaluators and participants in Table Topics are instructed to speak within specific time limits. Warning lights are used to guide them through their allotted time by signaling the minimum, midpoint and maximum times.

**Grammarian:** Announces the “Word of the Day”, giving the definition and usage. The Grammarian also reminds members that the “Word” must be used by all Table Topic Speakers. The Grammarian also listens for proper and correct grammatical usage.

**Table Topics:** An exercise in impromptu speaking. An assigned Table Topic Master will ask questions of those members not assigned as speakers or evaluators for the meeting. All Table Topics speakers are required to use the “Word of the Day” in their response. They must speak within the specified one to two minutes allowed. Guests are invited to participate.

**Formal Speeches:** Members scheduled to speak give speeches of varying lengths. Beginning with the “Ice Breaker” speech, each Toastmaster progresses through a series of 10 speech projects as outlined in the “Communication and Leadership” manual. Each speech project focuses on some aspect of effective speaking; however, the speaker chooses the topic. Upon successful completion of the 10 manual speeches, the club member is awarded a designation of Competent Toastmaster (CTM).

**Evaluators:** Each formal speaker receives an objective evaluation of their presentation following their speech from a designated Evaluator. Other members provide additional written evaluation notes for the speaker to read after the meeting. A well-balanced evaluation points out both the strong points of the speaker’s presentation as well as suggested areas for improvement. Guests are invited to participate in the written evaluations for the formal speakers.

**General Evaluator:** The General Evaluator introduces the various speech evaluators, asks for the functionaries’ reports, and makes comments about the overall meeting and protocol.

# How Our Rio Copa Toastmasters Club Can Help You

Your success in business depends upon how effective you are at communication. Through participation in the Toastmasters Communication and Leadership program, people from all backgrounds learn to effectively speak, lead, manage, lead, delegate, and motivate.

## How Toastmasters works

- As your improved communication skills become obvious within the workplace, increased visibility, recognition and promotion will follow.
- Your improved presentation skills will win you the respect and admiration of your colleagues and employees - and make them wonder what you did to change!
- Leadership skills acquired through participation in Toastmasters will increase your management potential.
- As a Toastmaster you will acquire an increased ability to motivate and persuade, making you more effective as a supervisor or manager.
- Members of Toastmaster Clubs have access to a wide range of educational materials, including books, audio and videotapes, and seminar programs available at reduced cost through the Toastmasters International Supply Catalog.

## How Toastmasters Meets Your Needs

- Established in 1924, Toastmasters International uses time-tested programs that are continually updated to meet participants needs.
- Self-paced programs allow you to progress as rapidly or gradually as your needs dictate.
- The hands-on Communication and Leadership program provides the "how-to" and the practical experience that is critical to progress.
- Toastmasters Clubs meet at various locations in the morning, at noon and in the evening. You'll be sure to find a Club that fits your needs.
- The Toastmasters program is cost effective, especially when compared to seminars charging hundreds of dollars per day. There is a \$20 new member fee, and \$33 dues every six months.
- An atmosphere of professional camaraderie makes your Toastmasters Club a unique learning environment -- informal, yet dedicated to learning.
- The Toastmasters program may be tailored to meet your personal objectives. Whether you desire improvement in prepared or impromptu speaking or greater skill in the use of visual aids, experience and knowledge is to be gained in the areas that most interest you.

## How The Educational Program Works

The Toastmasters program exposes each participant to a wide range of communication experiences.

- Each new Toastmaster receives a New Member Kit. The kit features the basic Communication and Leadership manual, general orientation materials and information regarding skill improvement in areas such as speech evaluation and the use of gestures.
- The initial prepared speeches, as outlined in the basic Communication and Leadership program manual, are designed with the new Toastmaster in mind.
- A variety of assigned speeches help the participant develop competency in areas such as organization, voice inflection and persuasiveness.
- During the meeting's Table Topics session, members learn to think on their feet by delivering short impromptu speeches, lasting one to two minutes.
- After giving a prepared speech, each Toastmaster receives a constructive speech evaluation. This process recognizes speakers for their strengths and provides valuable insight into problem areas.
- Upon completion of the basic Communication and Leadership program, Toastmasters may participate in the Advanced Communication and Leadership program. Participants may choose from specific business oriented topics such as Speeches by Management and Technical Presentations.
- Workshop style Success/Leadership programs are also available, offering opportunities for further skill development in areas such as leadership, public speaking and conducting business meetings.

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## Hints for your Icebreaker Speech

Here are some ideas to help you out with your icebreaker.

When you work on the icebreaker speech, it's best not to try to tell us everything about yourself. You just can't do that in 4-6 minutes. Instead, pick some aspect of your life and focus on that. For example, your family. Or your career. Or your life as a kid. Or your hobbies. Or why you joined Toastmasters. Or what you think your strengths and weaknesses are. Maybe you can combine a couple of ideas, if they're short ones. And these are just examples. Pick anything you want to tell us about yourself.

The main thing about an icebreaker is that it has 3 purposes:

- (1) to let us know a bit about you;
- (2) to start getting you feeling comfortable in front of us;
- (3) to let you know what we think are your current speaking strengths, and areas that we think you should concentrate on improving for your next speech.

That third item is a benefit of every speech you give in Toastmasters. If you don't feel that the person who evaluated you helped you enough to see your good points and areas that could be improved, ask other members for their opinions on your speech. Many members frequently ask a couple of Toastmasters for their opinions after the meeting, just so we get different viewpoints.

One thing to always remember about evaluators is they don't have all the answers and some people do a better job than others. When an evaluator says something, they're just giving you their opinion. And you don't have to agree with it. But if several people give you the same opinion, then you have to start giving it some serious thought.

Rio Copa wants to help you start out your speaking workshop experience in the best way possible. So, if you have any questions about anything, or want some help with your speech, just let us know. If you haven't been assigned a mentor, or don't know who it is, ask one of the club officers. You should strongly consider having that person or a friend listen to your Ice Breaker before the meeting, just to increase your comfort level, and maybe offer some suggestions.

Good luck with your speech!

If you're still stuck, here is a simple 'FORD' model to follow for your icebreaker speech:

- F**amily
- O**ccupation
- R**eason you're here today
- D**reams

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# The Toastmasters Promise



Being a Toastmaster means more than simply making a commitment to self-development. Everyone who joins a Toastmasters club is making a commitment to the club, to the members, and to the organization as a whole.

As a Member of Toastmasters International and my Club we expect all members to:

- To attend Club meetings regularly;
- To prepare all my speeches to the best of your ability, basing them on projects in the Communication and Leadership Program manual or the Advanced Communication and Leadership Program manuals;
- To willingly prepare for and fulfill meeting assignments;
- To provide fellow members with helpful, constructive evaluations;
- To help the Club maintain the positive, friendly environment necessary for all members to learn and grow;
- To willingly serve the Club as an officer when called upon to do so;
- To treat fellow Club members and our guests with respect and courtesy;
- To bring guests to Club meetings so they can see the benefits Toastmasters membership offers;
- To adhere to guidelines and rules for all Toastmasters educational and recognition programs;
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

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# The Toastmasters Award Path

The educational program is the heart of a Toastmasters club. It is the means through which you develop your communication and leadership skills and achieve your goal of becoming a better communicator. The Toastmasters educational program is divided into two tracks - a communication track and a leadership track. **The tracks are not mutually exclusive.** You may participate in both tracks at the same time if you wish. As you achieve each award you will have the option of having a letter send to the person of your choice such as your supervisor or even the president of your company notifying them of your achievement. This is a wonderful way to get noticed or even promoted!

## The Communication Track

Earning the Toastmaster Communication awards involves a series of four levels of accomplishment. The greatest learning comes from preparing and presenting speeches based on the projects in the first educational manual.

- **Competent Communicator (CC):** The Toastmaster completes an additional 10 speeches from the Communication and Leadership manual. Most of these projects will be only 5-7 minutes long.
- **Advanced Communicator Bronze (ACB):** The Toastmaster completes an additional 10 speeches, 5 from each of two advanced manuals
- **Advanced Communicator Silver (ACS):** The Toastmaster completes an additional 10 speeches from advanced manuals plus conducts two educational sessions using qualifying programs from Toastmasters International.
- **Advanced Communicator Gold (ACG):** The Toastmaster completes an additional 10 speeches from advanced manuals plus conducts an educational session using qualifying programs from Toastmasters International AND helps a new member with their first 3 basic manual speeches.

## The Leadership Track

New members are attracted to the Toastmasters program to improve their public speaking skill, but all members are encouraged to participate in the leadership track as well.

- **Competent Leader (CL):** Toastmasters complete all ten projects from the Competent Leader manual.
- **Advanced Leader Bronze (ALB):** Toastmasters complete a 6-month term as a club officer, works with the Club Executive Committee to prepare a Distinguished Club plan, and presents two qualifying educational modules.
- **Advanced Leader Silver (ALS):** Toastmasters complete an annual term as a District officer, complete a High Performance Leadership project and serve successfully as a Club coach, mentor or specialist.
- **Distinguished Toastmaster (DTM):** Completes both the communication track (ACG) and the leadership track (ALG) requirements.



**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

# 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 a group of friends. 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.

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

A memorized beginning and ending enable you to start and finish your talk with confidence and ease.

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 an audio recorder, record the talk and listen to it carefully, making any necessary improvements. Using a recording 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 79.)

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 gestures 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.

Don't be afraid of the audience. Think of them as friends who want you to succeed and are eager to help you.

## EVALUATION GUIDE FOR **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 gestures. 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?