

Elements of a Typical Meeting

MEETING THEME -- A subject that members are encouraged to incorporate into their introductions or other parts of the meeting.

INVOCATION & TOAST -- Words of inspiration to get the meeting off to an enthusiastic start.

TIP OF THE WEEK -- A useful tip that members can apply to their everyday life. The tip is not necessarily related to public speaking.

WORD OF THE DAY -- A word and its definition is selected to enhance member's vocabulary. Use of the word throughout the meeting is encouraged.

HUMOUR -- A sharing of tasteful humour that helps members learn to effectively tell jokes.

BUSINESS SECTION -- The business portion of the meeting is useful for

gaining experience in facilitating a formal meeting. It may involve reports from club executives, motions and announcements.

TABLE TOPICS -- A chance for members and guests to practice their impromptu speaking. Participants have up to two minutes to present their ideas on a given topic.

PREPARED SPEECHES -- Members deliver prepared speeches based on criteria from the speaking manuals. There are a number of manuals on various topics and for different experience levels.

EVALUATIONS -- Feedback is given for all speakers and the meeting as a whole. It is provided by fellow members in a positive, supportive way to help members become better Toastmasters and communicators.

TIMING -- Speakers are timed to help them stay within the time frames of the meeting and speech assignments. The green, yellow and red lights serve as a guide to the speech length.



Manitoba Morning Toastmasters Club

A fun and encouraging environment for improving your communication and public speaking skills

Manitoba Morning Toastmasters Club • Helping individuals develop communication and leadership skills since 1981
www.manitobamorning.org



For additional club information visit www.manitobamorning.org

The Toastmasters Experience

The Toastmasters program is not a college, trade school, or other formal course in public speaking. There are no instructors, professors, or classrooms. No one's work is graded and no tests are administered.

Members learn by studying the manuals, practicing, and helping one another. Learning takes place in the club environment. Club meetings are workshops where you study and practice communication and leadership skills alongside others who are there for similar reasons as you. You learn by doing and by watching fellow club members.

During club meetings you build quick thinking skills as you give two minute speeches on general subjects during Table Topics. You learn how to properly introduce speakers, facilitate meetings and perform many other roles that give you practice in a variety of communication experiences. The greatest learning however comes from preparing and presenting speeches based on the projects in a manual.

The first manual you work from has ten speech projects, each designed to develop specific speaking skills. Every project builds upon what you learned in the preceding section, so it is recommended that the speeches be presented in the same order they appear in the manual.

You begin with the Ice Breaker speech. Since it's your first speech before the Club, it is based on an easy subject--you.

In subsequent speeches you learn about effective speech organization, word choice, body language, vocal expression and the use of visual aids. Other topics include projecting sincerity and conviction, as well as persuasive, entertaining and inspirational speaking.

Most of your first talks are five to seven minutes long. The principles you learn in a seven minute speech can be applied to a 40 minute formal address or a two minute impromptu speech. You learn to speak with confidence, clarity and enthusiasm.

As you progress, more advanced manuals are available to continually add new challenges. The objective of each manual speech is different, allowing you to practice and learn new techniques and skills. You progress through the manuals at your own pace.

You receive verbal and written feedback from an evaluator for every speech you present. The evaluator provides a personal opinion of your talk, pointing out your strengths and offering suggestions for improvement with the goal of helping you become a more effective speaker. As you gain more experience you have the opportunity to evaluate other member's speeches.

About Manitoba Morning

The mission of the Manitoba Morning Toastmasters Club is to provide a mutually supportive and positive learning environment where each member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

The club meets on Saturday mornings with a break for summer and long weekends.

About Toastmasters

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of member clubs. Toastmasters is dedicated to helping individuals learn the arts of speaking, listening and thinking.

Becoming a Member

To join Manitoba Morning Toastmasters there is no previous experience or qualifications required. For a low fee any adult can be a Toastmaster and receives a new member package containing the basic speech manual and educational material on speaking skills. Members also receive a monthly Toastmaster magazine and a personalized name tag.

For More Information

Feel free to get in touch with any member of the club executive. Contact information can be found at manitobamorning.org