

Welcome to  
**FIGMasters**  
Toastmasters



Guest Packet

Listening, Speaking, Sharing Together

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## Welcome to **FIGMasters**, a Toastmasters club

**FIGMasters** Toastmasters believes in TLC which means:

- T** Trust and Teaching
- L** Listening and Learning
- C** Commitment and Caring

We *Trust* that we can help you communicate better one-on-one and to a group of people with more self-confidence. We hope you will learn to *trust* us and to know that we care about you as you go through the Toastmasters learning experience. We all learn by listening and *Teaching* one another.

We ask that you *Listen* and *Learn* from us, and we will *Listen* and *Learn* from you. We care about all of our members and are committed to helping you develop your communication and leadership skills.

As club members, we are *Committed* to helping each other grow in communicating thoughts and ideas. We *Care* about your goals for improvement, and with each step forward self-confidence is a byproduct in your journey. We ask you to make the same *Commitment* to yourself toward that same end.

### **You Are Among Friends**

A Toastmaster club is a workshop among friends in which you develop your communication and leadership skills. The members have a shared and caring commitment to help one another grow and develop in skill and self-confidence. The club will provide you with a mentor/coach of your choosing to help you. All the members are there to help you, too; just ask for the help.

### **You Get What You Give**

You'll get out of Toastmasters what you put into it, in commitment and effort. You are not required to come to each and every club meeting. If you participate actively and apply what you learn to your personal, social and business life, you will find it very rewarding. It all starts when you join us. Join us today.

We hope that, as our guest, you can see and feel that there is a lot of TLC here for you, too.

Take a few minutes to look through this guest packet. It is yours to keep.

## **Getting the Most from the Program**

Whatever your goals in life may be, your success depends on your ability to communicate. Individuals who can verbalize their ideas so that they are heard, understood and acted upon, possess the primary qualities of leadership. By joining a Toastmasters club, you've embarked on a program that will multiply your communication and leadership skills.

Over five million people have benefited from participating in Toastmasters. You have the opportunity to gain those same benefits. As a Toastmaster, you'll learn to overcome the initial nervousness everyone feels when called upon to speak before a group and audience. You will learn how to organize and present your ideas logically and convincingly. You will improve your ability to listen to other people's ideas and evaluate them. You will develop self-confidence that will help you in every situation involving other people.

### **Learn by Doing**

The key to getting the most out of the Toastmasters Communication and Leadership Program is your active participation. People learn best by doing. That's how the Toastmasters program works; and that's what makes it so effective in helping people like you become more successful.

The Toastmasters program is not a formal course in public speaking. It is an ongoing series of experiences that will directly involve you in a variety of communication situations. The principles you will learn are basic to any form of interpersonal communication, whether your audience consists of one person or one thousand.

### **Table Topics**

In addition to presenting prepared speeches, you will participate in Table Topics, an impromptu speaking exercise that will develop your ability to "think on your feet" in situations such as interviews, seminars, business meetings and conversations.

### **Role Playing**

You will also have the opportunity to play various roles at club meetings, and each role has a specific educational purpose and will aid in your self-development. Another benefit of attending club meetings is the opportunity to watch, do, and learn all at the same time. The roles are easy to do and you will be given help in doing them.

To help you better understand what happens at a Toastmasters program and some of the roles we play, here's a basic job description of some of the key roles for each meeting.

#### **Toastmaster**

The Toastmaster is completely in charge of the weekly meeting. It's up to the Toastmaster to insure those on the schedule are aware of their duties well in advance of the meeting, to

establish a meeting theme, to publish an agenda and bring copies to the meeting, to properly introduce meeting participants, and in general to see that the meeting runs smoothly.

### **Table Topics Master**

The Table Topics Master prepares a dozen open-ended questions on topics likely to stimulate a speaker's imagination. He/she should check with the Toastmaster about tying the Table Topics into the meeting theme if there is one. To insure that all members get a chance to speak, the Table Topics Master takes care to insure that the first members called on are those without a formal duty on the day's agenda.

### **General Evaluator**

The General Evaluator insures that each speaker receives both an oral and written evaluation from another Toastmaster. As General Evaluator, you introduce the Timer, Ah-Counter and Grammarian for reports. You complete your duties by evaluating the meeting as a whole, giving a personal impression of what aspects of the meeting went well and what could be improved.

### **Evaluator**

The Evaluator delivers a 2-to-3-minute oral evaluation to the speaker, as well as a written evaluation in the speaker's Toastmasters manual. As Evaluator, you are expected to provide honest, constructive feedback—from a personal perspective—about those things that you thought the speaker did well, and about those areas where you see room for improvement.

### **Timer**

The Timer operates the stopwatch and the green/yellow/red timing lights to insure that the Speakers, Table Topics participants, and Evaluators are aware of their use of time. If required, to keep the meeting running on schedule, the Timer is allowed to lead the applause or hit the buzzer for Toastmasters who run too far over their allotted time.

### **Ah Counter**

The Ah-Counter marks down a record of the verbal "stutter-steps" that detract from a speaker's presentation. This includes things like "ahs," "ums," "ers," repeated words (i.e., and, and), throat clearing, lip smacking, and other unconscious but annoying habits of speakers. The Ah-Counter delivers a comprehensive report at the end of the meeting when called on by the General Evaluator.

### **Grammarian**

The Grammarian listens for praiseworthy and not-so-praiseworthy use of the English language by the Speakers, Evaluators, Table Topic participants, the Toastmaster and the General Evaluator. With careful listening, he/she usually finds plenty of examples of both. In addition, the Grammarian chooses a Word of the Day and then watches for its use by meeting participants, noting its usage in their report.

## **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 Toastmasters International**

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking – vital skills that promote self-actualization, enhance leadership, foster human understanding and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expands its worldwide network of clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

## **The Mission of the Club**

The mission of a 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.

## **The Toastmasters Educational Program**

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 Communication track is the major part of the system -- almost all new members join Toastmasters for the benefits this track offers. Some become involved in the Leadership track. The tracks are not mutually exclusive. You may participate in both tracks at the same time if you wish.

### **Communication Track**

The core of the communication track is the Competent Communication manual (also called the "basic manual"), which contains 10 speech projects. Most of the projects in the CC manual call for you to give talks of five to seven minutes in length. This is not aimed at making you a master of the seven-minute speech. Rather, it is designed to give you adequate time to develop your topic while still keeping club meetings within a reasonable time frame. By learning to effectively present a seven-minute talk, you'll also be able to deliver a 40 minute speech or a two-minute statement of your views at a business meeting. You'll be able to do so with confidence, clarity, persuasiveness and enthusiasm. The skills are the same. It is up to you to apply them to your own needs.

## **The Competent Communicator (CC) Award**

The basic manual helps develop your speaking skills one step at a time. Every project builds upon what you have learned in the preceding project. As you complete the projects you'll learn the importance of sincerity in speaking, how to effectively organize a presentation, how to use body language and voice to convey your message, word choice and props, persuasive speaking, and how to inspire others.

Your first goal as a member is to complete this manual. When you do, you are eligible for Competent Communicator recognition. You will receive a CC certificate and, if this is your first CC award, two Advanced Communication manuals free of charge. If you wish, Toastmasters International will send your employer a letter about your accomplishment.

## **Advanced communication programs (AC-B, AC-S, and AC-G)**

When you work in the advanced manuals you are eligible for several awards:

**Advanced Communicator Bronze (AC-B) Award**

**Advanced Communicator Silver (AC-S) Award**

**Advanced Communicator Gold (AC-G) Award**

After receiving CC recognition you can enter the Advanced Communicator program, where you can refine and enhance your basic skills. This program consists of 15 manuals, each containing five speech projects. Many of the manuals are career-oriented; several are not. You choose the manuals you want to complete and the skills you want to learn. The advanced manuals titles are:

The Entertaining Speaker  
Speaking To Inform  
Public Relations  
Facilitating Discussion  
Specialty Speeches  
Speeches By Management  
The Professional Speaker  
Technical Presentations

Persuasive Speaking  
Communicating On Television  
Storytelling  
Interpretive Reading  
Interpersonal Communications  
Special Occasion Speeches  
Humorously Speaking

## **Leadership Track**

As mentioned earlier, the Toastmasters educational program also includes a leadership track, where you acquire and practice the skills necessary to be an effective leader. You can serve as a Club leader, developing skills in planning, training, motivating, and managing. You even can become a District leader, where these skills are further enhanced.

## **The Competent Leader (CL) Award**

The Competent Leader manual is the core of the leadership track. It features 10 projects, which you complete while serving in various club meeting roles. An evaluator will give you feedback on each project, helping you to improve.

Additional awards members may earn in the leadership track.

**Advanced Leader (AL-Bronze) Award**

**Advanced Leader (AL-Silver) Award**

You'll receive a certificate and, if you wish, Toastmasters International will send a letter to your employer about your achievements.

### **Distinguished Toastmaster (DTM) Award**

The Distinguished Toastmaster (DTM) award is the highest award our organization bestows, and it recognizes both communication and leadership skills. To be eligible for the DTM award, a member must have:

- Achieved Advanced Communicator Gold award
- Achieved Advanced Leader Silver award

You'll receive a special plaque and, if you wish, Toastmasters International will send a letter to your employer about your achievement.

### **The Competent Communication Manual**

The Competent Communication (CC) manual helps you to develop the basic skills that you need to prepare and present an effective speech.

The manual is organized into ten separate projects, each with its own individual focus or objective. An extremely effective tool in developing your speaking skills, the manual never tells you exactly what to do or what to speak about, but rather it provides a set of guidelines for you to think about as you prepare your speech.

As an essential part of the Toastmasters program, another Toastmaster will orally evaluate each speech that you give, in addition to your written evaluations, providing positive feedback and suggestions for improvement, as necessary.

### **From your First Speech the “Ice Breaker” to “Inspire your Audience”**

The speeches you will present are part of a system designed to develop your skills one at a time. Each will build upon what you have learned in your preceding speeches.

You'll begin with an “*Ice Breaker*” speech. This is an opportunity for you to gain a feeling for public speaking while talking on a subject about which you are an expert on, yourself.

The next speeches by title are help you will learn the importance and principles of how to:

- |                      |                                  |
|----------------------|----------------------------------|
| Organize Your Speech | Vocal Variety                    |
| Get to the Point     | Research Your Topic              |
| How to Say It        | Get Comfortable with Visual Aids |
| Your Body Speaks     | Persuade with Power              |

Then, for your tenth speech, you will bring together all of your communication skills into a presentation that “*Inspire Your Audience.*” While this concludes the projects in the basic manual, it also provides you with the opportunity to work in Toastmasters' Advanced manuals.

### **Using the Toastmasters Manual**

The Toastmaster's Manual is a workbook that contains ample space for you to add your own notes and comments. Each project is a compressed summary of communication principles written in simple language. It is important to read and consider each project carefully before you prepare your speech. Underline main points, and summarize them in the margin.

Be sure to bring your manual with you to club meetings when you give a speech! A member of the club will be asked to evaluate your talk, review the project objectives and provide you with written and oral feedback. It is easier to do so with the manual there at the meeting.

After completing a project, the club educational vice-president will initial the record of your project, in the back of the manual.

## **How to Join**

Guests may ask to join at any time. The club members will ask you to join after you visit two times. It is the club practice to vote guests in as new members, but this is no major hurdle.

Only members may give prepared speeches and do evaluations. Join us! Start the fun and learning now.

## **What Is The Cost?**

The cost of membership is as follows:

- One-time Materials charge of **\$20.00**. This small amount covers the cost of the basic speech manual with the first 10 speech projects and other reference manuals. After you complete your first basic manual, you will receive any 2 of the advance manuals free!
- Semi-annual dues of **\$27** (for T.I.) + **\$XX** (for our Club) due in September and March of each year.
- The dues sent to Toastmaster International covers a monthly Toastmasters magazine which contains many helpful articles on speaking, listening, evaluations, etc.
- The dues that stay with the Club are used for supplies, trophies, and contest expenses.

**Membership Application Form – See attachment**