



Club No. 5593, Area 19
 Monaro Division, District 70

QUEANBEYAN TOASTMASTERS NEWSLETTER

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 ISSUE: AUGUST**

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INTO THE HOT SEAT....

My first weeks as Area Governor have been much busier than I had anticipated. I have had a training session or meeting for four weekends in a row. That has to slow down, as the weekdays have been busy too. I am using the year as an opportunity for personal growth. I encourage everyone to take advantages of the opportunities presented by Toastmasters.

Not that I am biased, (much) but from what I have seen, we have the best club. Queanbeyan is genuinely a mutually supportive club. We help and encourage each other in so many ways. Everyone in the club is able to happily pursue their Toastmasters goals. The more experienced members are always available to assist in any way they can. In fact, each of us help others in our club. That is just so special. I am happy to be a part of that.

So, in the context of a supportive environment, think about what your Toastmasters goals are for this year. What has Toastmasters already done for you in your life? How have you grown? What else do you want to achieve?

I have already learnt many things from my TM experiences. I used to know how I wanted to respond to someone, but rarely said it. Afterwards kicking myself that I didn't say anything. Now, it is much easier.

My goal for this year is learning to deal with difficult people. Using the Table Topics skills and a greater level of understanding as to why I regard someone as difficult. I have already started on this quest. I used to be hurt when people yelled at me, or spoke rudely to me. Now I realise that this is a concern for them and not me. They have to learn to deal with their anger or their rudeness. Through my Toastmasters skills I

hope that I can learn to see past their aggression, and maintain a dialogue with them. I am not doing them any favours if I ignore them, or support their actions by giving them the response they are so desperately seeking. How will they continue to grow, if I support this type of behaviour? So this is my quest for the year. I still have my L plates on, but with each experience, I am growing as a person.

At the recent Club Officer Training, I was MC and was forewarned that X was a difficult person. Watch out! OK. Let's use this as a lesson for me. How will I deal with X? This person was a little disruptive, as X had been in TM for a long time, and knew all of the answers. So, X answered every question.

This was met by a unanimous groan from the audience. The groan had no positive effect on X, as X stood ground more firmly, and spoke with a louder, more assertive voice.

At the break, I spoke to X. I acknowledged that X knew every answer. I acknowledged X had many years of experience. Then I asked if opportunities could be given to the newer members, to give them the chance to learn from today, and let them answer the questions and X was really happy to do this. The afternoon continued, and X told me afterwards it was a very enjoyable meeting. I treated this person like a fellow Toastmaster. Others avoided X. Did their actions reinforce this behaviour and make it worse? I believe so.

Through my actions we both learnt. That is a really good feeling.

So, that is my goal for the year. Think about yours. I would encourage you to write it down. What TM has done for you and how it has already changed areas in your life. —————Judith Dorrell

WELCOME TO QUEANBEYAN TOASTMASTERS

We'd like to give a special welcome Reinhard Mauch - who joined our club on 26 July. Reinhard - we hope you enjoy Queanbeyan Toastmasters.

Bring along a friend, colleague or family member whom you think might like to share in the Toastmaster experience.

We always welcome new members to our club.



Community Benefits

Toastmasters has helped many members in their community service activities. Using speaking and leadership skills used in Toastmasters, people have become more active in business, service and charity organisations. Toastmaster members are able to organise activities, conduct meetings and speak in public as their organisations representative. Some even become active in local, state or national government.



MISSION OF TOASTMASTERS INTERNATIONAL

The mission of a Toastmasters Club is to provide a mutually supportive environment in which every member has the opportunity to develop communication and leadership skills, which in turn fosters self-confidence and personal growth.

WHAT'S ON AROUND THE MONARO DIVISION & DISTRICT

IMPORTANT DATES FOR YOUR DIARY

Monday 19 August Club Humorous Speech and Table Topics Contest.

Monday 2, 16 & 30 September—regular club meetings.

Saturday September 28, Division Humorous Speech and Table Topics Contest.

Saturday November 9, District Semi Annual Conference, Humorous and Topics contests.

Next year....Important Dates

Monday 7 April 2003 Club International Speech and Evaluation contests.

Saturday May 3 2003 Division International and Evaluation contests.

Sat/Sun 16-18 May 2003 District Conference, International and Evaluation contests.

Monday 19 May 2003 Club Annual General Meeting and election of Officers for 2003/4

Monday 16 June 2003 Club Changeover Dinner

Club Meetings are now being held at the Roos Club.

Please join the club...it is only \$3 to become a member.

Drinks, meals available most nights.

1st, 3rd & 5th Monday.

A STRUCTURE FOR EFFECTIVE EVALUATION BY MICHAEL THORLEY

Before the Evaluation

* Work out a **structure** for your evaluations, which suits your style

* Remember that an evaluation is **your personal response** to the speech.

* Read the speech manual, to give you ideas on how the objectives can be effectively achieved.

The Opening

Begin with a positive, enthusiastic statement

Include your understanding of the objectives of the speech – “This was an energetic and inspiring speech we heard tonight.” Or “I understand that Jean’s aim was to persuade us to join a choral society, and I am certainly tempted.”

The Strong Points – What Went Well – What Worked For You

Use the **personal** approach – “I liked” “I was inspired by...” “I found the examples clear and helpful...”

Find more effective words than “good” – lively, effective, clear, amusing, etc...

Remember that you can highlight **progress, performance and potential**. In **progress**, how much the speaker has improved. In **performance**, focus on appearance, eye contact, gestures, voice, (clarity expressiveness, etc), ideas, examples, structure, opening, close, transitions, etc. In **potential**, look for a particular flair the speaker seems to have (humour, drama...).

The Points for Improvement

Ask yourself what **didn’t** seem to work for you.

Refer to your objectives – what techniques should be used for this type of speech. For example, informative speeches, should have clear definitions and examples, and a logical progression. Was this done?

Develop at most **two** recommendations for improvement, based on your observations and understanding of the objectives.

Draw the two recommendations from different areas – eg manner & structure

Introduce the recommendations with a question such as “how might John make this speech even more informative (or persuasive, or whatever...?”

The Summary

Sum up your evaluation, beginning with the recommendations and moving back to the positives

Conclusion

Close your evaluation with a positive, encouraging, enthusiastic statement.

M. Thorley – May 1995



Opportunities within Toastmasters

Some of the opportunities that TM offers are just fantastic. They will all be challenging. However, without stepping out of your comfort zone and learning new things, how will you grow as a person?

We have **Club contests** coming up. There are many opportunities surrounding the contest. Obviously, you can compete, but you can also be a judge. You need to have completed 6 speeches before you can be an official judge. But why not take along a judging form and practice your judging skills anyway? See if you get the same result as the official judges.

There'll be a report on the judging workshop I conducted on 3 August in the next newsletter.

Speechcraft Course

Later on in the year, we will be conducting a speechcraft course. There are no plans as yet, but the alternate Mondays would be a good guess. As a TM you can come along and assist on this course. You may think that you have not developed many TM skills yet – but you would be surprised. Just helping someone through the nervousness of Table Topics can make or break them as a future TM. Will they feel like running

out of the door, never to return, or will they enjoy the experience, knowing that they did it? Sometimes the not so smooth presentations can help new people to feel relaxed. I know that I was relieved when someone stumbled over a speech on my first night. I watched the reaction in the room. No-one laughed or jeered. They just continued to listen intently, and applauded loudly when the speech was over. Even the evaluator was positive and didn't point out the stumble. I felt then and there, that maybe I could eventually present a speech. That it is OK to have 'L' plates on. This is truly a supportive environment. From the polished performance of Michael to my repetitive "um" session, all skill levels will be useful at the Speechcraft course.

This can easily be translated into helping other community groups. You may wish to assist Michael with his school youth speechcraft course. Michael and Leah have been running this course for many years. Now that Leah is working in Crookwell, Michael will need some assistance. I am sure that the children at Crookwell school are enjoying the benefits of Leah's experience. They will all be accomplished public speakers.

If you identify a group in need, as Michael did, you can do something about it. You can lead a **Speechcraft** course too.

There will always be opportunities to be a **volunteer MC** at a charity function. Use

our meetings to practice your skills. Observe members such as Gary Harb. When he is Toastmaster, watch how he prepares for the meeting. Ask him questions. I used to wonder how he made it look so smooth. Observation has given me the clue that he prepares thoroughly. There is nothing he leaves to chance. Every detail is covered. Then, if the events unfold in any way which is different from his preparation, he can easily deal with it. I think that he may even have a joke up his sleeve – just in case!

Achieving your CTM is another TM goal for this year. It is certainly a great feeling. One of the easiest ways to get through your CTM with less nerves is to have a speech prepared for each meeting. Then if someone is unable to attend, you can jump in. You have to have your speech prepared before each meeting, so you are very comfortable with it by the second or third meeting. It worked for me. I also was able to achieve my CTM faster this way.

As you can see there are many opportunities in Toastmasters. It is up to you to realise which of these opportunities would be best for you and take them. I have only listed the current and upcoming opportunities. There are many many others. Enjoy this year with TM. I wonder what the future will bring.....*Judith Dorrell, CTM*

YOUR SEMI-ANNUAL FEES ARE DUE

At the last meeting of the club it was agreed by the members following a motion that the semi-annual dues be increased to \$50 for the next six months. Of this amount \$36 per member is required to be forwarded to Toastmasters International in the United States by the end of the first week in September 2002. The remaining \$14 per member is used for promotion and administration purposes by Queanbeyan Toastmasters Club. The reasons for justifying the increase were the increasing standing costs and charges for bank fees, post-box, postage, stationary, printing, trophies and award certificates together with the need for a small surplus

for promotion purposes and other contingencies.

All members of Queanbeyan Toastmasters are requested to pay the \$50 to the Treasurer, Barry Wright, by no later than Monday 2 September 2002 to enable the club to meet its commitments to Toastmasters International.

There are now only two more meetings of the club up to this date:

Monday 19 August and

Monday 2 September 2002.

Club members who will not be attending these meetings are urged to forward the \$50 to the Treasurer as



soon as possible to the following address:

Mr Barry Wright
9 Ingleside Road
Queanbeyan NSW 2620

Please pay your semi-annual \$50 fee to the Treasurer as soon as possible.

VPE NEWS & PROGRAM – GREG MURRAY

I'm thinking that Queanbeyan Toastmasters should have a motto for the year. I have heard a couple from amongst our ranks that I like, the first, from Belinda's "Hero's" speech, "When you see a chance – take it!" and from Paul, this little gem, "Grow by doing". If you like one of these or would like to suggest another, mention it in the form of a motion at the next business session and we can debate and perhaps adopt a phrase for the year.

What's Table Topics all about?

I thought I might just mention for the benefit of our newer members, that when people answer Table Topics, and they endeavor to respond to the question with an answer that relates to the question, they are not necessarily giving their personal view on that particular subject. In fact it is highly likely that they don't even have or hold a view on that particular subject, so they play-act their answers. These answers can seem pretty outrageous at times; please don't take their response as being their fixed opinion or their personal style as a general focus. More often than not they are making it up as they go along and the gusto or brashness they put into the response is just for effect, and hopefully fun for you and personal growth for them.

Monday 19 August is our Club's Humorous Speech and Table Topics contest!

So, are you going to have a go?

Ahh, you're thinking,
"I couldn't give a humorous speech, I'm not funny!"

Well how do you know? Just because you have never tried before? I don't think so. Speaking in a public sense and learning to communicate "Effectively" is like learning to walk, no one expects you to do it like a pro first up.

But, if you do have a go, you just never know, and you always build on your efforts. I

can guarantee you this, having had a go; you will grow from the experience. As Belinda said. "If you see a chance – take it!"

And the..... **Table Topics competition.** So what's stopping you? Ok you might not place this time, but you might get second next year and possibly win the year after that. This gives you a measure of your growth in Toastmasters. If you don't compete, you are denying yourself of a valuable measuring tool. So, I challenge you to step up on the night, and have a go!

Mentors.

I'm planning on asking at the meeting 2nd September for a small team to become (with me) the VPE mentoring team. Why? It's just not possible for me to manage this part of the role on my own along with the other challenges that form part of the role. I believe that mentors, really being mentors to other members of the club are a vital part of being a Toastmaster.

For who? For both the person being coached and the mentor. I feel that all members of the Club should have a mentor, now that opinion can be challenged; if you feel you don't need a mentor, please feel free to say. The role of this team (and I'm thinking of perhaps looking for two people) will be to establish the network of mentors and check with them and the person they are supporting occasionally as to how things is going.

If you would like the challenge of being a mentor, but not sure what it entails, that's OK, I intend on the meeting of September 2, to give a talk on the role. So, give it some thought, we will give you some tools with which you can help other members to grow.

Newsletter

I have found the articles in our newsletter by newer members of the club to be particularly stimulating and fresh. It allows me to reflect on the thoughts I had when I first joined and wondered how I would ever get used to all of this. I encourage more people new to Toastmasters to put their thoughts and comments into the newsletter; I feel it makes for a stronger and healthier club. I recall feeling that I will never fit in with this wonderfully stimulating group of people, well I have, and in time you too will take on the mantle of running the Club and new people will be challenged as you are now.

Queanbeyan Toastmasters "BIG BUSINESS NIGHT" is coming!

That's right folks, we are going to dedicate the meeting of **Monday 2 December** to learning how to conduct and participate in a formal meeting.

So where did this idea spring from? Well, two places really, Margaret Robertson's article in the newsletter and comments made to me following the last business session.

We will have people rotating through roles including chairing a meeting, putting motions, amendments and we need some people to put points of order etc.

Don't worry; we won't just dump it all on you on the night. We will give you some training before we get to the night so that everyone feels comfortable to participate.

We can break into smaller groups so that everyone has a chance to run a

meeting, putting and debating a motion, putting and managing points of order etc. Then when we get to the normal program of a business session every second meeting people will feel more comfortable with how it is operating and feel that they too, can participate with confidence in the proceedings. But like all things, it will only work for you, if you put something into it. So be there, or be square!

We have a pretty disjointed program at the moment as far as preparations and planning go, and there are a couple of things that need resolution before we meet on Monday the 19th Aug.

We have been invited to a debate and viewing of the Archibald paintings with Goulburn on the 21st August.

We need to respond and potentially nominate a team soon as possible. I'll do a ring around and E-mail shortly to gauge the response. If a goer, we can arrange some car pooling.

Area 19 Humorous Speech and Table Topics Contest s will be held on Wednesday

11th September, and Manuka Club are hosts and are seeking numbers and payment of \$5.00 per person (including payment by judges) ASAP. I would like to have an indication from you on the 19th as to your interest in attending this contest. Let's get behind this and support Judith.

Until next time, **grow by having a go in Toastmasters.**

Cheers.....Greg Murray

NEWS FROM PRESIDENT BELINDA

The Distinguished Club Program - Meeting our Goals.

As members of a Toastmasters club, we all have certain expectations of what our club will provide. Some of the things that we expect of our club are that the meetings will be well run and that there will be enough people to fulfil all the different roles and to make up an audience for our speeches. We need to have a variety of people in our club to keep it interesting, from experienced toastmasters to new members.

To achieve this, Toastmasters International run a Distinguished Club Program. It aims to keep people fulfilling their potential with Toastmasters and therefore helping people to remain interested and focused within the Toastmasters organisation. It also encourages clubs to actively search for new members to continue the process.

The goals are set out as:

1. Two CTM's
2. Two more CTM's
3. One ATM-B, ATM-S or ATM-G
4. One more ATM-B, S or G
5. One CL, AL or DTM
6. One more CL, AL or DTM
7. Four new members
8. Four more new members
9. Minimum four club officers to attend both training sessions throughout the year.
10. One semi annual membership report and one club officer list submitted on time.

Because we have such a wealth of experience and a flurry of enthusiasm at Queanbeyan Toastmasters, we have recognised that we can achieve all of these goals.

Our more established members will be attempting to achieve higher leadership goals, whilst our newer members will be aiming to become CTM's within the year.

As long as we can continue to keep Queanbeyan Toastmasters an exciting and vibrant club to belong to, The Distinguished Club Program is an achievable goal.

What will your goal be?

Cheers....Belinda

DISTRICT 70
SEMI-ANNUAL
DISTRICT
CONFERENCE
MILLENNIUM HOTEL,
SYDNEY

Saturday 9 November

Highlights include:

- Table Topics Final Contest
- Educational sessions
- Humorous Contest District Final
- Lots of fun & more!



Your Club executive team for 2002/2003

- President: Belinda Yates, belinda@graphicark.com.au
- VPE: Greg Murray, gmurray@questacon.edu.au
- VPPR: Anna Boots, bootsa@ozemail.com.au
- VPM & IPP: Paul Livingston, paullivingston@mac.com
- Treasurer: Barry Wright, bwright@gateway
- Secretary: Judith Dorrell, jdorrell@webone.com.au
- Sgt at Arms: Grant Keedle, grant.keedle@abs.gov.au

ODE TO TOASTMASTERS

By Sandi Gilgan Brookshaw, Burwood, Vic,
Oct.1997

If your fear in life is speaking
to a group and you are seeking
a way out of this dilemma,
You can soon become a member.

Of a group known as Toastmasters,
Where your previous disasters
Will become you pride and glory,
As you learn to tell a story.

With such ease and flair undoubted,
That you'll certainly be touted
As the keynote for addresses
To housewives, students and professors

With a reputation splendid
As speaker who is candid,
Witty, clever and insightful,
Overall, just quite delightful

So take hold of this endeavour,
Or you certainly will never
Overcome your fear and trembling
When a group begins assembling

And it's your turn to deliver
Words of wisdom, do not quiver,
Knock your knees, have palpitations,
Make some speedy calculations

Of the course you've derived,
Having spoken and survived
Table Topics and Ice Breakers,
Experiences that are makers

Of Toastmasters skilled and willing,
Entertaining and quite thrilling.
When your speech has been presented,
Expertise now represented

WEBSITES

Our District 70 website

<http://www.d70toastmasters.org>

Toastmasters International website

<http://www.toastmasters.org>

WORD FROM YOUR EDITOR

It's semi-annual time again—and isn't it great to have to subscribe to such a fantastic group as Queanbeyan Toastmasters?

In this issue, there's lots to read and be inspired and motivated by from Judith our Area Governor, Michael, Greg, Barry and other members of the club.

Well it's always a rush to put the newsletter together but it's great that many of you support the goal I have to put out a newsletter every month! Some months there may not be as much information depending on what's on and what articles I receive. Yes—it's your newsletter so if you want something published just email me at bootsa@ozemail.com.au, or give me an article at a meeting, or post an article to me at PO Box 3724, Manuka, ACT 2603 and I'll see what I can do and let's **grow by having a go in Toastmasters!**

Hope you find this month's issue interesting.

Articles for the September issue are due no later than Wednesday 28 August. Please submit your article to me as soon as possible preferably.

Thanks....Anna.

bootsa@ozemail.com.au

