



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

# QUEANBEYAN TOASTMASTERS NEWSLETTER

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AUGUST 2003**

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## BON VOYAGE



Unfortunately I will be unable to attend the club meetings in September due to my very much anticipated trip overseas. I will be sure to think of you all as I swim and relax in the Adriatic Sea. Life's tough but someone has to do it!

I hope you all have a wonderful month of meetings in September and I look forward to catching up with you all on my return.

Cheers  
Rachael

## 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, 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.

## IMPORTANT DATES

### MONARO DIVISION

#### Table Topics and Humorous Speech Contest

When Saturday 18<sup>th</sup> October 2003

Where Southern Cross Club Tuggeranong

Host Tuggeranong Toastmasters Club

#### ***Date for everyone's diary:***

Assuming Gazza an Bazza can attend the Area 19 contests - we need you all to come along and support them on the

***8th October at the Italo Club, in Forrest at 6.30pm.***

Executive meetings will be held on a monthly basis prior to our club meetings on the nights when there is a business session to be held. This will allow us to hold our meeting and then raise any issues with the club during our Executive reports. This means that we will need to meet at the Letchworth Centre at 6.15pm on the second Monday of each month. The extra bonus of meeting prior to the normal meeting is that we don't have to be staying back late to hold the Executive meeting.

## CLUB MISSION

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 and practice communication and leadership skills, which in turn foster self-confidence and personal growth.

## QUEANBEYAN CLUB MISSION

All of the above, and make it fun!

### **WELCOME TO QUEANBEYAN TOASTMASTERS CLUB**



Welcome to all visitors and guests visiting the Queanbeyan Toastmasters Club.

We hope you enjoy the meeting. Please feel welcome to join us again at a future meeting.

**Be Proud Stand Tall Dare to Dream**

Toastmasters District 70 2003/2004

## PRESIDENTS MESSAGE

Rachael Nikolic CTM

I am delighted to provide my first Presidents message for 2003/04. As you know in June of this year I was elected to be the President for our Queanbeyan Club, which is a great honour for me. Although I take on the role with some nervousness, I am also excited and full of anticipation about the year ahead and look forward to it being successful and worthwhile for all those within our club. I have set myself some goals for the upcoming year and I hope that you too will take some time to think about the achievements you hope to reach as a Toastmaster in 2003/04.

I would like to take this opportunity to thank our outgoing President Belinda Yates for her tireless and ongoing support to the club during her term. I look forward to learning from Belinda's experience, which will surely be invaluable to me as the new kid on the block and to our club.

Club Officer training was held last month, which as always saw a wonderful turn out from Queanbeyan. It was an informative few hours and well worth the time to go along and learn more about the various roles within a club. I would like to thank all those who attended club officer training, I know for me personally it was wonderful support to have so many familiar faces around me on the night. As a result we have achieved the first half of one of our club goals for this year by having the required number of members attend the training. It's undoubtedly a positive start to the year, let's keep it up and see if we can achieve our nine out of ten goals for the year and become a "President's Distinguished Club." Wouldn't that be great!

Thanks to all the members who entered into the Table Topics and Humorous Speech contests. I think it is fair to say that we blew

our visiting judges away with the high standard of Queanbeyan Toastmasters and the number of contestants that entered. Contests for some are a frightening and daunting experience, however you would not have known this on the night with the flair and style displayed by our members. This was the first speech contest I have entered into during my entire existence with Toastmasters and I can honestly say it was a lot of fun. Yeah sure I was nervous but it is one of the goals that I set myself for the year and I couldn't let myself down.

Thanks also to all the other club members who participated on the night by filling the various roles to allow it to run so smoothly. Your time and effort was invaluable and contributed to our successful evening.

Congratulations to our winners on the night - Barry Wright for his humorous speech and Gary Harb in the table topics contest. Good luck for the next stage of the competition, you both have Queanbeyan behind you all the way!

Unfortunately I will be unable to attend the club meetings in September due to my very much anticipated trip overseas. I will be sure to think of you all as I swim and relax in the Adriatic Sea. Life's tough but someone has to do it!

I hope you all have a wonderful month of meetings in September and I look forward to catching up with you all on my return.

Cheers

Rachael

## THE "TOASTMASTER" MAGAZINE

Share Your Story with Toastmasters Worldwide

If you have an article or story why not submit it to Toastmasters International. Share your experiences with toastmasters worldwide and give something back to the organization. Here are some guidelines for getting published. They accept articles for the following sections of the magazine:

**Feature Articles:** These articles should be 600 to 2,200 words long and cover topics of interest to the individual Toastmaster, such as language usage, leadership, humor, speaking techniques and self-improvement. They should include many examples and anecdotes to support points, be written in a lively, fluid style and be concise and to the point.

**Idea Corner:** The Idea Corner gives Toastmasters the opportunity to share with other members creative programs or procedures that have benefited their clubs in areas such as programming and membership growth.

**My Turn:** This page is the magazine's forum for personal accounts and opinions. It is an "op-ed" page serving as an extension of the Letters to the Editor section.

**Update:** This section highlights outstanding or unusual accomplishments by individual Toastmasters, clubs, areas and districts around the world. Because of limited space, personal "testimonials," profiles or individual Toastmasters or articles covering club anniversaries and officer installations generally will not be published.

Toastmasters International reports on the status of articles within two months of their arrival. It's a good idea to call or send a query letter before sending an article. Toastmasters International usually acquires all serial rights. First and one-time rights are available upon request. All accepted articles are subject to editing and are not guaranteed publication.

**Send Queries, manuscripts and disks to:**

*The Toastmaster Magazine*  
 Toastmasters International  
 P.O. Box 9052  
 Mission Viejo, CA 92690-9052  
 Email: [pubs@toastmasters.org](mailto:pubs@toastmasters.org)

## NEWS FROM YOUR VPE TEAM

Anna Boots ATM-B & Angelika Mauch

Firstly, congratulations to our winners, participants and all those who participated in the club humorous and table topics contests. We'll all look forward to supporting both Barry Wright in the Humorous Contest and Gary Harb in the Table Topics Contest at the Area 19 Contests on Wednesday 8 October at the Italo Club commencing at 6.30pm. The Club International and Evaluation Contests will be held early next year on the 16 February 2004.

You will see from the calendar below, all the meetings have been planned out for the year through to June 2004. (This will be updated in newsletters throughout the year.) Dates to take particular note of include: Area 19 Speechathon (need speakers and evaluators), bring a friend nights, contest dates and conference dates. There will be additional special nights planned according to the feedback that we have received of what you would like to see happen at future meetings. We will certainly be conducting a couple of educational/workshops including one on evaluation and other aspects of the Toastmasters program.

Also included in this newsletter is some information on the Toast-

master advanced manuals, the successful club series and the better speaker series. If you would like further information about any of the manuals or the successful club or better speaker series please either email Anna at bootsa@ozemail.com.au or ring me on 0419 330 273. Please note the successful club or better speaker series are assignments that are already prepared by Toastmasters and scripts/overheads can be made available if you are interested.

The club is aiming for 9 of the 10 goals in the Distinguished Club Program thanks to the willingness of members to complete their CTMs, ATMs, CLs etc. The main goal we will need to work on collectively is to focus on bringing in new members, so please try to bring along a friend/colleague/family member to the nights planned so that we can share this wonderful communication and leadership program with others.

Please forward any further suggestions, comments or ideas for future meetings to Angelika or Anna.

Thanks, VPE Team.

## QUEANBEYAN TOASTMASTERS CALENDAR SEPTEMBER 2003 TO JUNE 2004

2003		2004	
1-Sep			JANUARY HOLIDAYS
15-Sep		2-Feb	BRING A FRIEND NIGHT
29-Sep	*5 <sup>th</sup> Monday SPEECH NIGHT	16-Feb	CLUB EVALUATION
6-Oct	N.B. NO MEETING - PUBLIC HOLIDAY	1-Mar	
*Wednesday 8 October	AREA 19 TABLE TOPICS AND HUMOROUS SPEECH CONTESTS Italo Club, Forrest, commencing at 6.30pm.	15-Mar	
*Saturday 18 October	MONARO DIVISION TABLE TOPICS AND HUMOROUS SPEECH CONTESTS Southern Cross Club - Tuggeranong.	29-Mar	
*Sunday 19 October	AREA 19 SPEECHATHON - ITALO CLUB 4pm followed on by AREA 19 COUNCIL MEETING 5-6pm Italo Club, Forrest	5-Apr	
20-Oct	BRING A FRIEND NIGHT	19-Apr	
3-Nov		3-May	
*Friday 14 & Saturday 15	SEMI-ANNUAL CONFERENCE	*Friday to Sunday	ANNUAL DISTRICT CONFERENCE Rydges Lakeside, Canberra.
17-Nov		17-May	
1-Dec		7 Jun	
15-Dec		21 Jun	CHANGEOVER MEETING/SUPPER & HANDOVER OR

N.B. Meeting/s with Weston Creek Toastmasters Club and exact date for International & Evaluation Contests (~March 2004).

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TOASTMASTER ADVANCED MANUALS

THE SUCCESSFUL CLUB  
SERIES

THE BETTER SPEAKER  
SERIES

**Moments of Truth (290)**

How to recognise and deal with situations critical to Club success, from a visitor's first impression to recognition of member achievement.

**Finding New Members for Your Club (291)**

Proven methods to help you seek out those vital new members, the lifeblood of every Club.

**Evaluate to Motivate (292)**

Your Club members will learn to give evaluations that benefit the speaker, the evaluator and the audience.

**Closing the sale (293)**

Exercise your powers of persuasion during those moments when a guest is deciding to join.

**Creating the Best Club Climate (294)**

Proven techniques for creating and maintaining a positive, healthy and supportive Club environment, in which every member prospers.

**Meeting Roles and Responsibilities (295)**

Shows how members can successfully fulfill each meeting role with style and enthusiasm.

**Mentoring (296)**

This program defines mentoring explains benefits and discusses responsibilities of Mentors.

**Keeping the Commitment (297)**

Discusses the 10 standards that comprise "A Toastmasters Promise".

**Going beyond the Club (298)**

Find out about learning and leadership opportunities available to members in addition to regular Club meetings and activities.

**How to be a Distinguished Club (299)**

Explains and helps promote the Distinguished Club Program to Club members.

**The Toastmasters Education Program (300)**

Provides an orientation of the education program for new and experienced members

**Beginning Your Speech (270)**

Suggestions for starting off your speech the right way.

**Concluding Your Speech (271)**

Useful tips for ending your speech with power.

**Take the Terror out of Talk (272)**

Techniques for overcoming nervousness when speaking.

**Impromptu Speaking (273)**

Don't be caught off balance when speaking off-the-cuff!

**Selecting Your Topic (274)**

Running out of speech ideas? Here's how to develop new ones.

**Know Your Audience (275)**

If you can relate to your audience, they will relate to you.

**Organising Your Speech (276)**

Once you know what to say, consider when and how to say it.

**Creating an Introduction (277)**

Great introductions should precede great speeches

**Preparation and Practice (278)**

Covers techniques for preparing and rehearsing your next speech.

**Using Body Language (279)**

Tips for incorporating body language into speeches.

If you would like further information about any of the manuals or the successful club or better speaker series please either email Anna at bootsa@ozemail.com.au or ring on 0419 330 273. Please note the successful club or better speaker series are assignments that are already prepared by Toastmasters and scripts/overheads can be made available if you are interested.

## IN HARDEN -NEWS FROM A TOASTMASTER ONCE REMOVED!!

Leah Milston

*Dear all,*

*I am living in Harden the garden town of the south!!*

*I would love people to email me as I miss my toastmaster friends.*

*My address here is*

*Harden Motel*

*42-50 Albury st*

*Harden NSW 2587*

*ph:6386 2377*

*To those who are new to toastmasters , I was a member in Queanbeyan for many years , to those who know me, send me an email, leah\_milston@yahoo.com.au and keep in touch please- I don't get out much here so like to keep in touch.*

*I have done more housework here in last two months than in all my life!!!! I can now make a mean bacon and eggs-not bad for a good Jewish girl!!!!*

*Take care*

*Leah CTM*

## EVALUATE TO MOTIVATE THE MOTTO OF TOASTMASTERS

Greg Murray ATM-B

To me, nothing is more difficult in Toastmasters than endeavoring to give a meaningful evaluation. I listen and look for areas where the speaker might improve, things that they could do differently. Oh how I hate that word "criticize" and how I feel when giving or having just given an evaluation and sense in essence that's what I have just done, albeit in a nice way. I guess my main concern is that what I offer the speaker might be seen or construed as just that, "criticism" of their work and efforts. As I now think it's providing an evaluation with a twist, or providing positive negatives. Which to my way of thinking is putting a positive spin on a negative comment.

I am really struggling with this on a personal front. Each time, straight after having performed an evaluation of someone's work, I perform a personal grill session of my poor effort or poor performance. And yet when I check with the speaker some meetings later they say, "No it was fine." So then I wonder, are they just being polite or was it really OK?

Maybe I'm just confusing myself with judging a performance. Not judging the person, but the worth or value of their performance.

You may be wondering at this point, why is he doing this brain dump on us? Is it in an effort to confuse us further about giving effective and meaningful evaluations?

Well, when I was asked by John to give some points on evaluations for the Newsletter I was thinking, I should be the last person to ask, but perhaps by putting it to paper this is a chance for me to get past this perceived barrier and confusion that I feel.

So, what do I believe makes a successful evaluation?

Well, I like the presentation to be well structured and well prepared. I'm the last one to talk here, as I know that I put little effort into

each of these areas when delivering my speeches, but we are not talking about me here are we, we are talking about what I like to see in others presentations.

In a classic evaluation, they say you should provide heaps of praise, slip in a couple of points for improvement from different aspects of the speech presentation, followed by more praise. Sounds simple enough. Oh yes, and don't forget to summarize!

We have a number of excellent evaluators in our club. Many have competed in contests above club level for us all to learn and grow from watching as we continue to develop our own particular unique and different styles.

So if you are new to this skill, don't feel that you are alone in wondering if you are doing it right. My main suggestion to you would be, don't be judgmental. What I mean is give an evaluation from the third person, I felt that, what the speech did or meant for me was, etc. Give the evaluation based on your opinion, which is based on your values. Whereas it is quite inappropriate to say something to the effect "You should have, or, you must do this.

Perhaps you might assist me to become a better evaluator by providing me some feedback when I next evaluate, which will be of Barry Wright's speech on the 29<sup>th</sup> September.

Good luck with your evaluations!

Cheers Greg Murray.

For more information on evaluations from Greg, see page 6.

## EVALUATE TO MOTIVATE

Greg Murray

So what are these different areas of presentation I am talking about? Here are a few, and yes they are lifted directly from an Evaluation Judging Form.

**Preparation** – how well did they appear to have prepared? Did they show that they had researched the subject matter well? Was the speech structure organized and had they obviously rehearsed the speech prior to giving it?

**Value of the speech** – Was there a message and was it clear? Did it contain original material and was it interesting?

Did the speech (if it was a manual speech) meet the objectives set out in the manual? I recall a speech being evaluated within our club (long before many of you were members, so don't panic) and the evaluator said, "Even though I thoroughly enjoyed your speech, you met next to none of the objectives set out in the manual for this speech. And in giving this evaluation I suggest that you do another speech at this level to further develop your skills in this particular area" I was most surprised that the evaluator said that to the speaker, and yet I wholeheartedly agreed that the speaker did not show that they had learnt or developed their skills enough to be proved competent at meeting the objectives of that particular manual speech.

I often wondered, did the evaluator fill in the book or leave it blank. A tough call by the Evaluator, and yet I feel a fair one. I wonder, what do you think? If you felt that the speaker didn't meet the objectives that the manual is endeavoring to teach, should they be rubber stamped up to the next level?

**The opening** – to me is the most critical and vital part of any speech! Was it attention getting? Did it lead you directly to the topic? All too often, I find that people when giving a speech fail to recognize that we, the audience have no idea where they are going with this yet and are trying to develop a framework in which to accept the speech. Is it the speakers' intent to inform, entertain, persuade, motivate, or inspire? We need to know this early. How often do I hear an evaluation where the evaluator says something like this. "I wasn't sure what the subject was or where the direction of the speech was going till well into the speech. At first I thought it was about X then perhaps Y and finally pinned it down to be Z." So a lot of energy and effort was wasted by the audience in trying to determine the message in the speech. Don't forget that the title can be a big help or major hindrance here too. It can lead the audience into the subject matter of the speech before you even utter a word. Alternatively, if it is not chosen carefully can further add to the confusion/frustration felt by the audience as they try to grapple with your opening as it may or may not relate to the title. Their mind becomes distracted working on that aspect, while you are working on delivering the message.

**Body of the speech** – was there a logical flow of thoughts and ideas? Did the speaker support their ideas with examples and were the transitions between each phase smooth and easy to

follow?

And of course, **the conclusion** – was it effective? Or was it like more than one of mine, where I forget the punch line, loose the plot, and stop short! I recall, oh so vividly where that happened to me giving a target speech for an evaluation contest. I just stopped with a complete mental blank, searching for the punch line, the conclusion that would have wrapped the whole thing up with a bow. The audience didn't know if they should clap or wait. Was there more, has he finished? I said a few more words and sat down quite stressed, the evaluators picked up on this by saying the summary has to wrap up and pull the whole speech to a firm conclusion summarizing your main points of the speech, they were right of course and I hadn't prepared enough to deliver the final punch! The up side quite a few people congratulated me afterward on doing that, for they said without it, it would have been hard for them to find a point for improvement. Yes they thought I did it deliberately.

**Voice** – was the volume suitable to the audience or indeed to the size of the room? Did the speaker use variety in their pitch and tone? Was the language appropriate to the topic and for the audience?

**The speaker's appearance** – you can gain both points in a competition and in the minds of the listener's if you dress appropriate to the occasion and indeed the topic. That extra little bit of effort may give you the edge, those one or two points that win the audience and the judges over.

**The speaker's manner** – Did they exude confidence? Did they assure us that they were knowledgeable on the topic of which they spoke? Did they show sincerity? Was there enthusiasm in their performance?

And last but by no means least.

**What were their physical actions**, their gestures, their body movements, and eye contact with the audience, their facial expressions? Did they utilize the full speaking platform, did they lean on the lectern? Yes there are so many areas here for recommendations for improvement, but I suggest that you don't attempt to make to many for each and every category, simply select those areas in which impact is both warranted and possible for the speaker to achieve. Ask yourself "In which category or categories can this speaker make the greatest improvement in his or her

*Should you be judging in an evaluation contest you will be looking for the following points in the speech.*

Analytical quality of the speech	40 points
Value of the recommendations to the speaker	30 points
Your personal technique or style	15 points
How well you summarized	15 points

**Good luck with your evaluations!!**

**TREASURERS REPORT**

Barry Wright

**QUEANBEYAN TOASTMASTERS**

**TREASURER'S REPORT AS AT 18th AUGUST 2003**



**ASSETS:**

Balance as per bank statement 28 July 03		\$ 1489.60
Add income received since 28 July 03		\$ 17.85
	<b>SUBTOTAL</b>	<b>\$ 1507.45</b>

**EXPENDITURE:**

Nil expenditure incurred since 28 JULY 03		\$ 1507.45
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**LIABILITIES:**

Deduct Jerrabomberra Toastmasters Money	\$ 400.00	
Deduct rent owed Letchworth Centre	\$ 240.00	
	<b>Subtotal</b>	<b>\$ 640.00</b>
		<b>\$ 867.45</b>

<b><u>CURRENT CLUB BALANCE:</u></b>		<b>\$ 867.45</b>
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## EDITORS NOTES

Well this is the second edition for 2003-2004, the months are just flying by.

I'd like to thank all those from Queanbeyan Toastmasters who have contributed articles, it's your newsletter, your stories.

For those of you who are still thinking about, or currently writing their article, the deadline for submissions is by the 15th of each month.

In the coming weeks most of us will be doing the same old same old, but Rachael and George will have nothing else to do but swim and relax in the Adriatic Sea. Just think of the multitude of fantastic stories she will have to relate to use upon her return.  
Have fun Rachael!!

Please everybody, make a diary note for 2nd February and line up someone for bring a friend night. It may be a while away, but now is the time to speak that friend, business colleague or associate. Show them what Toastmasters is all about and what a great club Queanbeyan Toastmasters is and hopefully the night will entice some new members.

John Graham VPPR

Your Club executive team for 1 July  
2003 to 30 June 2004

- President: Rachael Nikolic  
rachen@aps.gov.au
- VPE: Anna Boots  
bootsa@ozemail.com.au
- Assistant VPE: Angelika Mauch  
angelika.mauch@mail.volvo.com.au
- VPPR: John Graham  
john@grahams.com.au
- VPM: Margaret Doughty  
jwandma@bigpond.com.au
- Treasurer: Barry Wright  
Barry220@ozemail.com.au
- Secretary: Malcolm Scott  
mandjscott@optusnet.com.au
- Sgt at Arms: Grant Keedle  
grant.keedle@abs.gov.au
- Webmaster & Immediate Past President:  
Belinda Yates  
belinda@graphicark.com.au

**QUEANBEYAN TOASTMASTERS CLUB**

*meet at the  
LETCHWORTH COMMUNITY CENTRE*

*Miller St, Queanbeyan*

**STARTING TIME 7PM**

***1st, 3rd and 5th Mondays***

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**JERRABOMBERRA TOASTMASTERS**

**meet at the  
Jerra Community Centre**

**1st and 3rd Wednesdays  
starting time – 7.30pm**

***Queanbeyan is the sponsoring club, so  
come along and support  
this new club "in-formation".***

**USEFUL WEBSITES FOR  
YOUR INFORMATION****District 70 website**

[www.d70toastmasters.org](http://www.d70toastmasters.org)

**Toastmasters****International website**

[www.toastmasters.org](http://www.toastmasters.org)

**We now have our own club  
website thanks to Belinda!!!**

[www.qtoastmasters.ace-hosting.com.au](http://www.qtoastmasters.ace-hosting.com.au)

**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.

