



Toast It Notes

Fall 2010

Sears-Halifax Toastmasters Club 1555

Issue 1

Creating a Ripple Effect

In the fall of 2009, Toastmasters Senior Vice President, Pat Johnson, attended our District 45 conference in Saint John NB, where she shared her intended theme for the coming year:

**“Toastmasters: Achieving
Greatness Together”**

To embrace this theme, the District 45 theme for the 2010–2011 year is “The Ripple Effect.” Just as a stone thrown into the water creates a ripple that extends outward in ever-widening circles, the ripple effect reminds us that everything we do affects those around us.

As Toastmasters, we each hold the power to

positively impact an ever-widening circle of influence.

Each time we make a new guest feel welcome, offer a word of encouragement, empower another, or take on a leadership role in a weekly meeting, we create a ripple effect that helps others, our club and, ultimately, ourselves.

Remember “The Ripple Effect” as you enjoy your Toastmasters year. What you do really does make a difference.



District 45 2010 -2011 Theme:
“The Ripple Effect”

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Inside This Issue

The 2010-2011 season of Sears-Halifax Toastmasters is underway. In the pages of the fall newsletter, you'll find highlights of the recent speech contests, news about the upcoming District 45 fall conference, and useful articles and contributions from fellow club members. In addition, you'll find tips, techniques, and quotations to help you in your speechwriting and delivery.

If you'd like to make a contribution to the next newsletter, please send it along to Elaine McManus at emmcmantu@yahoo.ca.

“The most precious things in speech are the pauses.” ~ Sir Ralph Richardson

DISTRICT 45 FALL CONFERENCE NOVEMBER 5–7, 2010



Samoset Resort, Rockport Maine

The District 45 Fall conference will welcome Toastmasters from New England and Eastern Canada to the beautiful Samoset Resort in Rockport, Maine. This year's conference keynote speaker, **Ed Tate, the 2000 World Champion of Public Speaking**, will present key lessons on how to energize, educate, and entertain your audiences. Workshops will include *Judging; Club Coaches, Mentors, and Sponsors; Communicating Your Ideas* (with Ed Tate), and *Interacting with People with Disabilities*.

To learn more about the conference and obtain information on travel and accommodations, visit the conference website at <http://fall.district45conference.com>.

Contests, Contests, Contests!

It's been a busy fall as Toastmasters participated in club, area, and division-level Humorous Speech and Evaluation Contests. Congratulations to all Sears-Halifax contestants, organizers, and participants who made the contests so successful. Sincere thanks to Lynne Fielder who generously arranged the use of Bridgeway Academy for the Area 21 contest.

Sears-Halifax Speech Contest

The Sears-Halifax Humorous Speech and Evaluation Contest was held on September 30th. Nadine Wentzell was Contest Chair for the event and Erna Slingluff filled the role of Chief Judge. Contestants in the Humorous Speech category included Craig Rupert, Cameron Ells, and Lynne Fielder while Ralph Smith and Cameron Ells competed in the Evaluation category. Rick Joseph gave the target speech for the Evaluation contest. Humorous Speech first-place winner was Lynne Fielder, with second place going to Craig Rupert. In the Evaluation category, first place went to Ralph Smith and second place to Cameron Ells. Winners in both categories competed in the area 21 Speech Contest.

Area 21 Speech Contest

Sears-Halifax Club hosted the Area 21 Humorous Speech and Evaluation Contest on Saturday, Oct 16th at Bridgeway Academy. Club President, Graeme Van Leer, was Contest Chair at the event while Karen Caldwell acted as Chief Judge. Three area clubs were represented at the event. Congratulations to Humorous Speech first-place winner, Lynne Fielder, and second-place winner, Craig Rupert. In the Evaluation category, Christian Keydel placed first and Stefan Furey placed second.

Division D Contest

On Saturday, October 24, Area 21 contest winners competed in the Division D Humorous Speech and Evaluation Contest at St. Vincent de Paul Parish Hall in Dartmouth. First-place winner in the Humorous Speech category was Charley Vaughn, with Lynne Fielder placing second. In the Evaluation category, Fred Lawson



Sears-Halifax contestants Ralph Smith, Craig Rupert, Lynne Fielder, and Cameron Ells

placed first and Samantha Delaney placed second. Winners of the Division D contest will compete in the District 45 Humorous Speech and Evaluation Contest during the District 45 Fall Conference, from November 5-7 in Rockport, Maine.

Sears-Halifax 2010-2011 Club Executive

Thanks to Nadine Wentzell for stepping into the role of Vice-President of Membership during Joanne Fraser's absence, and to Ralph Smith, who has replaced Sheryl Kennedy in the role of club secretary.

Club President:	Graeme Van Leer
Vice-President Education:	Cameron Ells
Vice-President Membership:	Joanne Fraser
Vice-President Public Relations:	Elaine McManus
Treasurer:	Tony Easton
Club Secretary:	Ralph Smith
Sergeant-at-Arms:	Carol Trenholm

TIPS AND TECHNIQUES

10 Tips for Public Speaking *From the Toastmasters International Website*

How to find your confidence

Feeling some nervousness before giving a speech is natural and even beneficial, but too much nervousness can be detrimental. Here are some proven tips on how to control your butterflies and give better presentations:

Know your material.

Pick a topic you are interested in. Know more about it than you include in your speech. Use humor, personal stories, and conversational language - that way you won't easily forget what to say.

Visualize the audience clapping—it will boost your confidence..

Practice. Practice. Practice!

Rehearse out loud with all equipment you plan on using. Revise as necessary. Work to control filler words; Practice, pause and breathe. Practice with a timer and allow time for the unexpected.

Know the audience.

Greet some of the audience members as they arrive. It's

easier to speak to a group of friends than to strangers.

Know the room.

Arrive early, walk around the speaking area and practice using the microphone and any visual aids.

Relax.

Begin by addressing the audience. It buys you time and calms your nerves. Pause, smile and count to three before saying anything. ("One-one-thousand, two-one-thousand, three-one-thousand. Pause. Begin.") Transform nervous energy into enthusiasm.

Visualize yourself giving your speech.

Imagine yourself speaking, your voice loud, clear and confident. Visualize the audience clapping—it will boost your confidence.

Realize that people want you to succeed.

Your audiences want you to be interesting, stimulating, informative and entertaining. They're rooting for you.

Don't apologize.

Don't apologize for any nervousness or problem - the audience probably never noticed it.



Remember that your audience is rooting for you!

Concentrate on the message, not the medium.

Focus your attention away from your own anxieties and concentrate on your message and your audience.

Gain experience.

Mainly, your speech should represent *you* - as an authority and as a person. Experience builds confidence, which is the key to effective speaking. A Toastmasters club can provide the experience you need in a safe and friendly environment.

Thought of the Day

Visualize things, not as they are, but as they can be. Visualization adds value to everything. A big thinker always visualizes what can be done in the future.

~ David J. Schwartz, PhD.

SOUND YOUR BEST



By Mark Doyle TM, Audiovisual Technician

The Low-down on basic audio skills for the performing Toastmaster

As an Audiovisual Technician, I have seen it all when it comes to live performance. What still surprises me, is the lack of technical knowledge of the speaker. Behold a crash course in Audio Basics to give you the right knowledge to sound like a Pro!

Quite often the novice speaker enters the room with some associates to conduct a sound check, but really wants to impress their associates by being the one on the microphone. They stand behind the podium, say a few words; then say to the tech “Sounds great!”, then they exit the room. For any



technician, this can be a loss of valuable setup time. The basics below will help you be able to get the most out of your technicians and help validate their hard work. Be a sound check Pro.

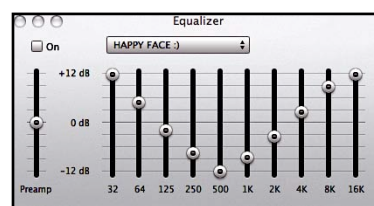
Inspecting the Room

Whether the speech is for 30 or 300 people, the audience needs to be able to hear you clearly. Your sound system need to be big enough for the job. When you are sound checking, it is important to remember that you are in an empty room. Come performance time, that room will be filled with people that just soak up sound. Most audiovisual companies go the extra mile to make sure everyone hears you. Here are some key questions to ask:

- Are the speakers are spread out well enough to distribute the sound effectively?
- Are the speakers positioned far enough in front of the podium to avoid feedback?
- Are the speakers powerful enough? Are they in good condition?
- Are all the cables taped down so that there are no tripping hazards?
- Do the wireless Microphones have fresh batteries?
- Has care been taken to hide / limit all visible cables?

Has the room been ‘Tuned’?

Most people think an equalizer (EQ) is used to add bass or treble. That is actually the last thing an EQ should be used for. If you see an EQ set like the picture below. Your Technician has little to **no experience** operating sound equipment and you should run far away.

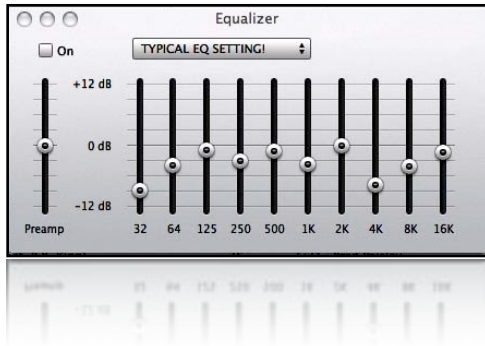


‘Known as the Happy Face’

"It usually takes more than three weeks to prepare a good impromptu speech." ~ Mark Twain

SOUND YOUR BEST (CONTINUED)

Tuning a room is the process of inducing feedback to remove frequencies likely to cause feedback. Simplified, the technician turns up the volume and uses the EQ to remove sounds that cause feedback. The picture below represents a typical good EQ method. Notice that no slider has been turned up like on the Happy Face.



Checking the Podium

There are a few things to check here. Priority one is to test the podium. The first step is to tap on the surface of the podium where you keep your notes. This is a good test to see if your room has been tuned. You'll know if it hasn't as you will hear a low frequency get louder and louder or if your technician starts running frantically to the mixer!

A well set up microphone will be able to pick up sounds at a maximum distance of 12". A podium needs to be at a height that accommodates people of all heights. The next step is to start talking. Don't bother practicing your speech here, instead you really only need to say a few key words to test a microphone.

Say CHECK but emphasize on the 'ch' say it slowly sounding like SCHECK. This really works to check the tuning of the room. The next word

to use is SCISSOR, but you only need the 'sciss' part. Sounding this sound will check the high frequencies, to see if offending frequencies have been tuned out. Now get the technician to start reading your speech while you walk the room to see if you can hear him well everywhere in the room.

Microphone Types & Techniques

In live performance there are a few microphones to choose from.

- Hand held Microphone
- Lavalier Microphone (Lav)
- Podium
- Headset Mic
- Boundary Mics

For the best results on a hand-held and podium Mic, tilt the mic to be at a 30 - 45 degree angle and keep it 4-6 inches from your mouth.

People like the lavalier mic because it is hands free. This microphone can be challenging to tune and still have your voice sound fantastic. What to keep in mind is to have the mic as close to your chin as possible. Women should avoid low-cut or V-Neck tops when using a Lav because they increase the distance between the mic and their mouth. Avoid speaking over your shoulder. This is where the headset mic is ideal. A head set mic gives you a more consistent sound as the distance between the mic and your mouth is always the same.

A boundary mic rests on the floor or table and is typically used in theatre. ☹



John Edwards speaks at a podium wearing a back-up Lavalier Mic.

“ Now get the technician to start reading your speech while you walk the room to see if you can hear him well everywhere in the room.”



Tony Robbins using a Headset Microphone

A GREAT TIP

There is a good chance your technician has never received a Tip. If you regularly visit the same venue, start to tip your technician(s) \$10 -\$100+ per show. When you do this technicians will fight to work on your shows and give you that extra special care.

NEVER WALK IN FRONT OF A SPEAKER WITH A MICROPHONE.

PREVIOUS QUESTION

Contributed by Rick Joseph

Often in meetings debate can drag on and become repetitive, causing impatience, anger, and frustration.

Previous Question (or close debate) is the sixth of the seven Subsidiary Motions. The primary use for this motion is to bring one or more pending motions to an immediate vote. The appropriate use of the motion occurs when members believe they have heard enough debate to know how to vote on a motion or when discussion becomes repetitive. The motion can also be used to close debate on a motion considered less important that several agenda items remaining to discuss, especially if the meeting has been in progress for some time and there is a danger of losing a quorum.

Question From the Floor—Out of Order

The Motion: Requires a second, is not debatable, and requires a two-thirds vote for approval. Nancy Sylvester in her book the "Guerilla Guide to Robert's Rules" provides the following useful script and explanation for handling the *Previous Question* motion.

Where a motion is pending:

Member: "I move the Previous Question (or " move that we close debate," or just Question.").

Second Member: "Second"

Chair: "The *Previous Question* is moved and seconded on the pending motion. This is not debatable and requires a two-thirds vote.

The Chair would explain to members that their options are to vote for closing debate or against to continue to debate.



If two-thirds vote in favour of the motion: "There are two-thirds in the affirmative and the motion is adopted. The *Previous Question* has been ordered. We will now move to the vote on the pending motion."

If less than two-thirds vote in the affirmative: The motion is lost. "The *Previous Question* has not been ordered. We will continue to discuss the motion on the floor."

If there are a number of pending motions, a member might move the following: "I move the *Previous Question* on all pending motions."

The effect would be to go immediately to vote on this motion and then immediately to vote on each of the pending motions.

(Sources: RRONR 10th Edition, "The Guerilla Guide to Robert's Rules" - Nancy Sylvester, MA, PRP, CPP-T)

"There are always three speeches for every one you actually gave. The one you practiced, the one you gave, and the one you wish you gave." ~ Dale Carnegie

THE LINK BETWEEN PUBLIC SPEAKING AND LEADERSHIP

By Lynne M. Fielder

Most of us joined Toastmasters with a common intention - to become better at speaking in public. Why then, are we expected to also develop leadership skills? What is the link between public speaking and leadership?

Every new Toastmaster is provided with two manuals: Competent Communicator and Competent Leadership. Many new Toastmasters don't realize they can be working on both manuals simultaneously.

Competent Communicator

In Competent Communicator, members are led through a series of 10 projects with outcomes ranging from organizing a speech to inspiring the audience. By reading the project objectives, and following the instructions on how to craft a speech, Toastmasters learn the public speaking "ropes" in a guided and progressive manner.



Competent Leadership

The TM Leadership manual tells us "Leaders are...bold, risk-takers, planners, inspiring, courageous, listeners, decisive, visionaries, passionate, motivators, organizers, and critical thinkers." Although both manuals encourage members by educating us on the techniques of speaking and the steps involved in on taking on roles, the leadership manual seeks to provide leadership experiences to help develop leadership qualities in toastmasters. When we participate in meeting roles, we learn "how to listen, think critically, plan, organize, manage time, facilitate, motivate, mentor and build a team."

Develop Your Leadership Skills This Year

This year, Cameron Ellis, our VP of Education has challenged members to place an emphasis on developing our leadership skills. He encourages Toastmaster to bring their Leadership Manual to every meeting and has assigned a "Meeting Mentor" to assist in evaluating us on our roles. At the surface, the act of ticking off the project matrix sounds appealing, but the real benefits come from the learning opportunities we are undertaking to develop ourselves as leaders.

The Link

So, what is the link between public speaking and leadership? In my perspective, Sears-Halifax Toastmasters #1555 is only as strong as its individual members. A club full of strong leaders, who are able to take on a multitude of roles while still fulfilling their public speaking project, is one of the reasons our club is so successful.

It's true that most of us didn't sign up to develop our leadership skills, but what an enriching opportunity Toastmasters has offered us! Let's ensure we are taking advantage of these leadership opportunities by bringing our Competent Leadership manual s to every meeting, signing up for roles, and utilizing the Meeting Mentor.



These books make terrific Christmas gifts for the public speaker or business person on your list. Check them out ~ and add one to your own collection!

Thank You For Arguing by Jay Heinrichs
Features time-tested tools to make you a better speechwriter and a better speaker.

Speak Like Churchill, Stand Like Lincoln: 21 Powerful Secrets of History's Greatest Speakers by James C. Humes
Crafted for the intermediate speaker, each chapter features one speaking technique used by history's greatest speakers.

The Wealthy Speaker: The Proven Formula for Building Your Successful Speaking Business by Jane Atkinson
Professional speaker, Jane Atkinson, provides an insider's view of the speaking business, along with tips and techniques for positioning yourself in the industry.

4. Better Beginnings: How to Capture Your Audience in 30 Seconds by Carmen Taran
Rather than a typical organization around types of speech openings, this coffee-table book is organized around the type of emotional or cognitive response you want to trigger in your audience. Contains lots of useful examples and beautiful, full-color photos.

Sears-Halifax Toastmasters
Building Confidence and Leadership
<http://newsite.searshalifaxtm.ca/>

Toastmasters Motto (a poem)

*Originally published 1982-83 Summer
by Sue Marxheimer, Kingsway Club,
Edmonton, Alta*

Through Better Listening:

Listen! He speaks.
What is he saying?
I hear the words, I understand them not.
Listen ~ He speaks again.
I hear the words, see the gestures
I begin to understand.
Listen! He speaks yet again.
Ah, I hear him; the words, the gestures,
the voice
I think I understand.

And Thinking:

Pause. Wait. Think on it.
How does he feel?
What does he mean?
How do I really feel?
Pause. Don't rush in.
He waits. I think.

And Speaking:

I speak. He smiles!
The chasm has been forded,
We are safe on the other side.
We meet, we' touch', we relate.

We Learn by Doing:

And the next time
And the next time
And the next,
And the next.