

## Toast-it Notes



## Sears-Halifax Club 1555 Halifax, Nova Scotia

#### A Word From Our President

Ralph Smith, ATM

We have a lot on our plate (or agenda, to use Toastmaster terminology) for the last quarter of our 2014-2015 year. Our club International Speech and Table Topics contests are scheduled for April 2<sup>nd</sup>. The winner of the Speech contest may progress to the final competition at Las Vegas and Table Topics is always an entertaining event for both contestants and viewers. We also have our own club contest, Talk AT Toastmasters, running from now until June. This contest will provide reward, recognition, and additional incentive to participate in the club's International Speech contest.



We are also looking for volunteers for upcoming events. If you are interested in running for an executive position for the 2015-2016 year, contact the chair of the nominating committee, our Past President Karen Caldwell. Being on the executive is a great way to see how Toastmaster politics works and enhance your leadership skills. Cameron Ells is chairing the club's 60<sup>th</sup> anniversary committee. He is a great organizer and leader so take the opportunity to help lead this historic event. Ben Worth has been trying to make it painless to sign up for speeches and roles through his promotion of EasySpeak. We are indeed lucky to have him as an advocate for this because it is really slick once you get used to it.

If you are a new visitor to this newsletter it means that you may be inside our web page. If you would like to see if Toastmasters is for you please be a guest at our meeting. Hit the contact us tab on the menu bar or try this direct link: http://www.searshalifaxtm.ca/contact-us/.

Thanks to everyone for a great Toastmaster year so far and for your anticipated enthusiastic support of the activities in this final quarter.

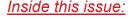
Sincerely,

Ralph Smith, President Sears-Halifax Toastmasters Club # 1555





directions to club



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Toastmasters Puzzler

Sears-Halifax 2014-2015 Club Executive

Club President: Ralph Smith VP of Education: Ben Worth VP of Membership: Zhou Hui VP of Public Relations: Sharon Amey Treasurer: Tony Easton Club Secretary: Dave Hubley Sergeant-at-Arms: Mark Doyle Past President: Karen Caldwell PRESIDENT'S DISTINGUISHED CLU

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# Our Executive Sharon Amey, TM



Ralph Smith, ACS/CL
President

Karen Caldwell, DTM
Past President





Dave Hubley, ACS/CL Secretary

Sharon Amey, TM
VP of Public Relations





Zhou Hui, CC VP of Membership

Ben Worth, CC
VP of Education





Mark Doyle, TM Sergeant-at-Arms

Tony Easton, CTM/CL
Treasurer



## How to Wing it

By Ryan, September 2013 Contributed by Erna Slingluff, ACB, ALB

#### Tip # 1: Prepare a strong introduction

I know I said that this is how to deliver a public speech without preparing. But one thing I think you should prepare is a good introduction.

An introduction will either **set your speech up for success or for failure**. A poor introduction that doesn't engage the audience will likely lose all attention.

But a strong and engaging introduction will have your audience leaning in and listening. They'll be ready to be entertained and ready to learn.

Having a strong introduction is paramount to winging it.

I recommend that you prepare some introductions in your mind beforehand. Have four or five introductions that you can run with in most situations.

#### Tip #2 Use lots of stories.

I started this article with stories. I talked about year 12 and my failure at winging it. I talked about my wedding reception where I did quite well.

Stories can **engage the audience** so easily. Humans are almost designed to listen to stories.

It's how we teach and how we conduct your everyday conversations.

So avoid giving a lecture and talking about facts and figures when you're winging it. Try and use stories to get the audience's attention and to illustrate the core message that you want to convey.

#### Tip #3 Be confident in yourself.

The idea of winging it is that you go up and speak but you don't let the crowd know that you haven't prepared anything.

The crowd doesn't know that you're winging it and- more importantly- they don't care.

All they want is to be entertained and potentially to learn something. You could have worked on this speech for a day or a week or a month or not at all. They won't actually care about how much preparation you've done.

Being confident in yourself will allow you to deliver your message and engage the audience more easily.

## How to Wing it (continued)

And those are my three tips on **how to deliver a public speech without preparation**. Head out there and wing it and be awesome.

#### Making a Real Connection

Of course, since you are so well-versed in our method of developing a speech, this method of delivery will be second-nature. There are advantages to speaking in this manner.

**Truly engage with the audience**- Unlike a manuscript or reciting from memory, you are truly talking to the audience. They will, as a result, feel far more a part of the event than the audience listing to someone reading at them. They will be more inclined to ask questions and be involved in the discussion.

**For livelier delivery**- Again, there's nothing more engaging to an audience than someone who is talking to them and not reading at them. Your facial expressions will be far more genuine. That quality will find its way into your voice as well.

**For increased credibility-** This comes from being an expert and being able to display that expertise. When you know your subject matter well enough that you don't need to write it out, yet you can still deliver it in a clear format, you will be far more impressive to the audience.

#### All that Flapping Will Make You Sweat

Some speakers think that it's much easier just to get up there and see what happens. This is not truly an impromptu speech; it really is just winging it on a hope and a prayer. Unfortunately, the results are usually disastrous. The word "um" becomes just a tad overused (if a million times equals a "tad"). Formatting is not the hallmark of this ill prepared speech. In fact, the word "random" or "ramble" comes to mind.

If you enjoy a good cold sweat from knowing that everything you are saying is confusing, useless, and possibly annoying, then by all means, wing that speech. Or, if you are someone who is oblivious to how an audience feels about your fourteen minute diatribe on how your cousin owes you fifteen bucks and you love singing karaoke music, enjoy yourself. Don't be surprised, though, if you don't get that sale or promotion .

## **NEWS TO SHARE WITH MEMBERS**

#### Toastmasters International - Newsletter

#### **Learning Master Spotlight**

Learning Masters play a vital role in the revitalized education program by:

- Sharing their Toastmasters learning experiences.
- Providing input about what they would like to see in the revitalized program.

Validating assumptions of learning ideas and tools as the project progresses.

Learn more about them and their Toastmasters experiences at

<a href="https://www.toastmasters.org/Resources/Member-Spotlight">https://www.toastmasters.org/Resources/Member-Spotlight</a>

#### **Toastmasters Website Updates**

More changes have been applied to the redesigned website. The Find a Club tool now lists up to 200 clubs at a time in one scrolling list (on mobile devices you will page through results). You can view results within as little as a 2-mile (about 3 km) radius and see club meeting locations and times at a glance.

Member feedback is a key reason these improvements are being made. We appreciate your comments and review them regularly. Please email your feedback to webfeedback@toastmasters.org

#### 2015–2016 International Officer Candidates

The 2014–2015 International Leadership Committee (ILC) has nominated international officer candidates for the 2015–2016 term, which will be voted on at the August 2015 Annual Business Meeting. To review the list of nominated international officer candidates, visit <a href="http://www.toastmasters.org/About/Board-of-Directors">http://www.toastmasters.org/About/Board-of-Directors</a>



## **Why Parliamentary Procedure?**

"If you know the rules you are better equipped to play the game."

By Rick Joseph DTM

#### **Privileged Motions**

Privileged Motions – "do not relate to the pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else."--- Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition

There are five Privileged Motions – (listed in order of precedence from highest to lowest)

**Fix the Time to Which to Adjourn** – Under certain conditions while business is pending, the assembly – before adjourning or postponing the pending business – may wish to fix a date and hour, and sometimes the place, for another meeting.

**Adjourn** – A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the assembly can adjourn even while business is pending, provided that the time for the next meeting is established by a rule of the society or has been set by the assembly.

**Recess** – A short intermission in a meeting, even while business is pending, can be proposed by moving to recess for a specific length of time.

Raise a Question of Privilege – If a pressing situation is affecting a right or privilege of the assembly or an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of a guest etc.), a member can raise a question of privilege, which permits him to interrupt pending business to state an urgent request or motion.

Call for the Orders of the Day – If the adopted program or order of business is not being followed, or consideration of a question has been set for the present time and is now in order but the matter is not being taken up, a single member, by making a Call for Orders of the Day, can require such a schedule to be enforced – unless the assembly decides by a two-thirds vote to set the orders aside.

**General Characteristics of a Privileged Motion:** 

- Takes precedence over all motions. (In most cases)\*
- Is not applied to any motion.
- May interrupt a person speaking. (In most cases)\*
- Does not require a second. (In most cases)\*
- Is not debatable.
- Is not amendable. (In most cases)\*
- Requires a two-thirds vote.
- Cannot be reconsidered. (In most cases)\*

RRONR 11<sup>th</sup> Edition – Pgs.219-246

\*There are always exceptional cases and circumstances where the rules change. These exceptions provide the student of parliamentary procedure with interesting challenges.

A meeting without structure is like sailing without a compass - you spend a lot of time getting nowhere!

## 7 Tips for More Effective PowerPoint Presentations

By Sharon Amey, TM

Look at the presentation screen, look at the slow-ticking clock on the wall, look at the presentation screen, look at the beckoning cell phone. We've all been there. What started out as a potentially interesting presentation has turned into "death by PowerPoint." Here are 8 helpful tips for making the most out of a PowerPoint presentation so your audience doesn't sleepwalk out of your next meeting.

#### Train before Trying

Making an effective PowerPoint presentation is an acquired skill. It's important to know what makes a good PowerPoint before you step in front of your audience. In a professional setting, no one is likely to approach the presenter after an awful PowerPoint presentation and give pointers. Make the most of your Toastmasters audience to seek feedback and improve your skill!

#### **Presentation First, PowerPoint Second**

The biggest mistake people often make when creating a PowerPoint presentation is that they make the slides the focus. PowerPoint should provide supplementary information, like simple, colorful graphs, but should never be the main source of information. The worst thing a presenter can do is to turn around and read from the PowerPoint. If all of the information is already on the screen, then there's no need for the presenter to repeat it.

#### Show it, Don't Write it

It's much easier for our brains to remember a strong, unique image than a series of facts and figures. Remember that the simpler and bigger the graph, the better.

#### **Embrace Colour Carefully**

For a successful PowerPoint you want to use meaningful and memorable colors, but you don't want to overwhelm your slides. A vivid contrast or a soothing balance might be called for to help make your points. Let colors work for you. Green is commonly associated with both action and wealth so you might want to employ it strategically if you're hoping to convey these sentiments.

#### **Keep it Short**

No one ever complained about a PowerPoint presentation being too short. The second an audience gets bored and stops paying attention, the presentation loses its effectiveness. Make sure your key points are honed and eliminate less important points altogether.

#### **Keep it Legible**

If you include text in your PowerPoint presentation, go for a larger (generally 25-30 point) font. These size suggestions means you can't fit a whole lot of text on each slide, which means you, the presenter, are compelled to convey your own narrative while cutting down on distractions.

#### Skip it all together

In some cases you might just be better off skipping the PowerPoint altogether. Instead, you can give your presentation and disseminate visual logistics and further details before or after you speak, eliminating any distractions from you during your presentation.

Adapted from, "10 Tips for More Effective PowerPoint Presentations" <a href="http://money.howstuffworks.com/business-communications/effective-powerpoint-presentations.htm">http://money.howstuffworks.com/business-communications/effective-powerpoint-presentations.htm</a>#page=10>

## Recipe Corner

#### Wheat Belly Lemon-Poppy Seed Pancakes

#### Contributed by Karen Caldwell, DTM

Makes 4 servings

- 3 large eggs, separated
- 4 tbsp buttermilk
- 1 tbsp lemon juice
- 1 tbsp freshly grated lemon peel
- 2 tsp poppy seeds
- 1/4 tsp lemon stevia or to desired sweetness (optional)
- 1 1/2 cups blanched almond flour
- 1/2 tsp baking powder
- 1/4 tsp baking soda
- 1/4 tsp sea salt



#### **Directions**

In a large bowl, whisk together the egg yolks, buttermilk, lemon juice, lemon peel, poppy seeds, and stevia. Add the almond flour, baking powder, baking soda, and salt and mix until thoroughly combined.

In a small bowl, whisk the egg whites until slightly stiff. Fold into the batter. Grease a skillet or griddle and heat over medium heat. For each pancake, scoop 2 heaping tablespoons of batter onto the skillet. Cook for 1 minute, or until bubbles form around the edges. Turn and cook for 1 minute, or until underside is lightly browned. Remove from heat to a serving platter. Repeat with remaining

#### Guacamole Salad

Contributed by Lillian Leonard, TM



- 1 pint organic grape tomatoes, halved
- 1 organic yellow bell pepper seeded and ½ inch diced
- 1 (15 oz) can black beans, rinsed and drained
- ½ cup small organic diced red onion
- 2 Tablespoons minced organic jalapeno peppers, seeded
- ½ teaspoon freshly grated organic lime zest
- ½ cup olive oil
- 1 tsp salt
- ½ tsp freshly ground black pepper
- ½ tsp minced organic garlic
- 1/4 tsp ground cayenne pepper
- 2 ripe organic avocados, seeded peeled and ½ inch diced

#### Directions:

Place the tomatoes, yellow pepper, black beans, red onion, jalapeno peppers, and lime zest in a large bowl. Whisk together the lime juice, olive oil, salt, black pepper, garlic and cayenne pepper and pour over the vegetables. Toss well.

Just before you are ready to serve the salad, fold the avocados into the salad. Check for seasoning and serve at room temperature.



# Smiles & Chuckles Sharon Amey, TM





"I couldn't be bothered hunting, so I just grabbed some 'McDonalds'..."





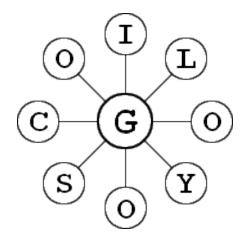


### Toastmasters Puzzler

Sharon Amey, TM

Using the grid on your right, how many words can you find? Each word must contain the central **G** and no letter can be used twice, however, the letters do not have to be connected. Proper nouns are not allowed, however, plurals are. Can you find the nine letter word?

Excellent: 18 words. Good: 15 words. Average: 12 words.



#### **ANSWERS**

9 letter word: Sociology. All words: clog, clogs, colog, colog, colog, cology, yogi, yogic, yogis...

Below you will find some well known eight-letter words, with only their endings remaining. Can you determine the words?

YEE
EGY
IGM
LSE
COM
BET
LEL
DEE

ANSWERS

ATTENDEE STRATECY PARADIGM CONVULSE CONVULS CONVULSE CONVULS CONVULSE CONVU

Can you determine the words?

Puzzles devised by © Kevin Stone [www.brainbashers.com]