# Donoghue-Dunedin Toastmasters Club

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For more information on Toastmasters International, visit toastmasters.org

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## Member Access Log

Rob Tuttle, CC now logged in Lisa Dozois 1 days ago Cathy Daumen, CC, C... 1 days ago Josh Stallings 1 days ago

#### **New Members**

Welcome to the club! We're very pleased to have you joined us, and we're all here to help you reach your goals. Below are some resources that may come in handy for you in the next few weeks and months.

#### General Information



Please <u>click here</u> for a special welcome for all new members from Toastmasters International.



New Member Experience (Toastmasters International)



<u>Toastmasters Education Program</u> (How are you going to become a better speaker and leader)

Structure and Organization (How Toastmasters International provides member services)

http://vimeo.com/5994248

## Getting Started at Donoghue-Dunedin Toastmasters

When you are new to Toastmasters it may seem like there is lots to learn. Here are a few tips to help you as you get started out.



Meeting Roles (Explainations and resources for all the roles are the meeting)



Meeting Protcol (The etiquette of our meetings)



Donoghue-Dunedin Club Meeting Agenda Template (You can see exactly how the meeting will be run)



<u>Tackling Table Topics</u> (How to participate in Table Topics)



Website Video Tutorials (We have video tutorials to help you use the club website)

# **New Member Packet**

In the next few weeks you will receive your New Member Packet in the mail. We have gathered electronic copies of the some of the manuals that you will receive. In addition, you will also receive a copy of the Competent Communication Manual and Competent Leadership Manual.



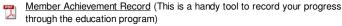
Your Speaking Voice (Learn to use your voice effectively)



Gestures: Your Body Speaks (Learn to use body language effectively)



<u>Effective Evalution</u> (Understanding the evaluation process and giving helpful evaluations)



# Your First Speech



Project 1: The Icebreaker (Your first speech project - you can get started now!)

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Cindy Andrews 1 days ago Seema S Gudihal, CC 2 days ago Diana Silveira 2 days ago John Lythgoe, ATM, ... 3 days ago Guest 3 days ago Marqueta Schauweker 5 days ago Terry M. Babb, ACS,... 8 days ago Elsie Huebner, ACG.... 8 days ago Debra A Lombardozzi... 9 days ago Kate Chamberlin 9 days ago Patricia Lynn Hanse... 12 days ago Fred Humberstone 13 days ago Sherry L Dawkins, C... 14 days ago Virginia Isaacs 14 days ago Craig Faassen 15 days ago Deborah Pasqua, CC 23 days ago Erica Moore 31 days ago Christina Higgins, ... 31 days ago Mario Keriakedes, D... 34 days ago Susanne Gow, ACB 34 days ago Marie B. Vitale, AC... 34 days ago Julie Horton 34 days ago Karen Salem 34 days ago Teresa Ceresani, CC 34 days ago Karen Koven, DTM 34 days ago Douglas Craft, ATMS 34 days ago Perry Watkins 34 days ago Leslie Newman 34 days ago Joshua Horton, CC 34 days ago Nana G. Westmark, A... 34 days ago David L. Walker, CT... 34 days ago Dan Hogan, ATMS 34 days ago Sean Forrester, DTM 34 days ago Dino Ferrari 34 days ago George Nigro, DTM, ... 34 days ago Henry Nelson, CC 34 days ago George Scatko, ATM 34 days ago C Keltner, DTM 34 days ago Kevin Donoghue, DTM 34 days ago Flip Donoghue, ATM 34 days ago Donna Donoghue, ATM 34 days ago Bob Holsinger, ACB 34 days ago

#### Social Media Links



# The Toastmasters Podcast

Listen to the latest show below or click here to listen to past shows





Ready for Your First Speech? (How to prepare for your first speech, in greater detail)

How to Survive Your Icebreaker (Practical advice for the nervous first-time speaker)



Unravel the Knots (What to do if you're stressed about giving your speech)



Unleash the Power of Three (How to easily develop and deliver a speech)



Beginning Your Speech (7 way to start your speech fom The Better Speaker Series)

## Finding Speech Ideas



Speech Topics are Everywhere (Tammy Miller, DTM, PID)

# **New Member Frequently Asked Questions**

Contributed by Seema Gudihal, CC

As a member, how often do i have to prepare and

present a speech?

What is Table Topics?

What is "CC" and how do I earn one?

So what should I talk about?

What is "CL" and how do I earn one? What happens after the CC program?

What is the Mentor program?

Who are the officers of Donoghue-Dunedin and what do

they do?

I just want to give my first speech as soon as possible, what now?

How are speeches evalutated?

Do I use pre-written speeches or write my own?

More FAQs at Toastmasters International...

#### Q. As a member, how often do I have to prepare and present a speech?

A. The easy answer is "as often as you would like". Some members like to speak frequently and might present a speech every month; others might only present a speech every 2 to 4 months. The Vice President of Education of our club works with each member to determine how often a member wishes to speak. Also, members take on various roles during a meeting that require them to speak during the meetings. Contact the Vice President of Education...

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# Q. What is Table Topics?

A. Table Topics is the part of the meeting where we practice impromptu speaking. The Table Topics Masters will ask an open ended question and call on somebody to answer the question. You have to a present one to two minute impromptu speech on a subject not known to you until the moment you get up to speak.

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## Q. What is a CC and how do I get one?

A. "CC" stands for Competent Communicator and earning your CC award is the first step in becoming a truly excellent speaker. Achieving your CC requires that you give 10 speeches to the Club, which are arranged in a proven manner to build your speaking skills. As part of your initial dues, Toastmasters International will send you your first manual that gives tips and guidelines for effective speaking. In each speech you are asked to focus on improving a certain skill such as vocal variety, body language, use of words, and the like. The program really works, with assistance from the supportive atmosphere and strong speech evaluations that are a hallmark of our club. Learn more at Toastmasters International...

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# Q. What is CL and how do I get one?

A. CL stands for Competent Leadership. Earning CL award is the first step in becoming a good leader. Achieving your CL requires that you complete 10 leadership projects. As a part of your initial dues Toastmasters International will send you the CL manual. In each project you are asked to focus on improving a certain skill such as Organizing, Delegating, motivating and time management. Learn more at Toastmasters International...

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## Q. So what should I talk about?

A. The range of things you will hear about each night at Toastmasters is as diverse and interesting as all of the people sitting around you. You choose the topics and develop the content of your own speeches, and each member is encouraged to draw upon his or her own unique interests and experiences to share with the club. Your first speech is called the "Icebreaker" and its purpose is simply to get you up in front of an audience and speaking for the first time. The Icebreaker speech is also a great opportunity to introduce yourself to the club and tell the members a little bit about yourself. Download Project 1 The Ice Breaker...

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# Q. What happens after the CC program?

A. Once you've earned your CC you will have a wide range of advanced manuals to choose from to help hone your speaking, presentation, and leadership skills even further.

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# Q. What is the Mentor Program?

A. The Mentor Program is yet another reason that our club is so successful in helping relatively novice speakers to become polished presenters. The Mentor Program pairs each interested new member with an experienced speaker that they can turn to for help, hints, and advice. You will soon be assigned a Mentor, who has volunteered to help you during the time you are working on your CC Manual. Participation by both the Mentor and the "Mentee" is completely voluntary, so it will be up to you to request as much or as little help as you want from your mentor. The idea is to provide an experienced speaker that you can turn to for help and advice from time to time - be proactive and take advantage of your mentor as a great source of advice.

Request a Mentor in the Members Only menu.

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## Q. Who are the Officers of Donoghue Dunedin and what do they do?

A. Donoghue Dunedin elects officers each spring to serve for our August through June fiscal year. The officer positions are: President, VP-Education, Treasurer, VP-Membership, VP-Public Relations, Secretary and Sergeant at Arms. Together, the officers are responsible for all club activities and finances, and also help to represent Donoghue Dunedin TM at the District and Area levels. If you are interested in becoming a club officer, be sure to let the club President know this. Serving as an officer is a great way to contribute to the club and to further exercise your leadership skills. If you ever have any concerns about the club or the progress you are making, please don't hesitate to discuss those with the club President or any other officer. Naturally, if you have any ideas for how we can make our club better we always want to hear those, too! All types of input, feedback, and suggestions are greatly appreciated. We are proud of our club and its achievements, but we are always looking for ways we can improve and serve our members better.

You can see an updated list of officers and their email addresses by clicking on the Club Email Addresses in the Members Only menu.

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# Q. I just joined and want to give my first speech as soon as possible. What now?

A. Make sure you contact our VP of Education to schedule your Ice Breaker speech. In the speech you will tell listeners a little bit about yourself, introduce yourself to the club and discover speaking skills you already have. The goal is to simply start speaking in front of a group of people. The speech will be between 4 and 6 minutes long. <a href="Download Project 1: The Ice Breaker...">Download Project 1: The Ice Breaker...</a>

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## Q. How are speeches evaluated?

A. After prepared speeches are given, there is an evaluation portion of the meeting. Each speaker will have someone assigned to be their evaluator. Evaluation criteria are included with each speech project. Evaluations are geared toward positive feedback on things the speaker did well and supportive suggestions on how the speech may be improved. This gives the evaluator an opportunity to develop speaking skills, as the evaluation is both oral and written, and to develop a critical leadership skill -- encouraging others to grow and develop.

Visit the Members Download and select the Evaluations folder to learn more.

Click here to download Effective Evaluation Booklet from Toastmasters International...

Learn more about the Evaluator from Toastmasters International...

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# Q. Do I use pre-written speeches or do I write my own?

A. You write your own speeches. The CC manual contains a series of ten speech assignments that provide instruction and practice in the basic techniques of public speaking. Upon completing the manual, you will know how to organize and present a dynamic and effective speech.

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