

Bull City Toastmasters Guest Packet



The mission of the Bull City Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

Welcome to our club!

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When and Where

Bull City Toastmasters meetings...

When: 2nd and 4th Thursday of each month
from 6:30 PM to 8:30 PM

Where: Piper's Deli
3219 Old Chapel Hill Road
Durham, NC 27707

Directions

From Raleigh

If you are coming on I-40 from Raleigh heading west you will take exit #274 also called the 751, or **Jordan Lake Exit**. At the top of the ramp you should turn right and travel until you reach a stoplight. Drive straight through the intersection. After passing through this intersection make sure you are in the left-turn lane and make a left onto Garrett Road at the stoplight.* Stay straight on Garrett until you reach a stoplight. At this stoplight, turn right onto University Drive (there is a Buy & Go food mart on your right). After turning right onto University make your first right onto Old Chapel Hill Rd. After about 1.2 miles you will reach a four-way intersection. Drive straight through this intersection. You are almost there! Drive about .4 more miles and start looking on your right for a small green sign that reads "Valley Square; Piper's Deli, Sports Bar." If you reach University Drive at a stoplight you have gone too far.

From Chapel Hill 15-501 Business

Traveling North on 15-501 turn right onto Old Durham Road¹ at the Lowes Hardware intersection. Travel about 2.5 miles until you reach the Garrett Road intersection (you will see a Circle-K gas station ahead on your right. Cross over this intersection. Then very soon after turn right onto Old Chapel Hill Road (We know you were just on it, it takes a little "jog"). After about 1.2 miles you will reach a four-way intersection. Drive straight through this intersection. You are almost there! Drive about 0.4 more miles and be looking on your right for a small green sign that reads "Valley Square; Piper's Deli, Sports Bar." If you reach University Drive at the stoplight you have gone too far.

¹ Old Durham Road changes to Old Chapel Hill Road at some point.

From Chapel Hill - Highway 54

From Chapel Hill travel east on Highway 54 passing Falcon Bridge shopping Center on your right and crossing over I-40. If you are coming on I-40 from Chapel Hill take exit 273 and turn left at the top of the exit onto Hwy 54. From this point -- where Hwy 54 crosses I40 -- you should travel about 0.5 miles until you reach an intersection with stoplight; make sure you get in your left-turn lane before you get to the light (road widens). At this intersection, make a left onto Hwy 751. After making this left, again get in your left-turn lane make an immediate left onto Garrett Road at the stoplight. * Stay straight on Garrett until you reach a stoplight (there is a Buy & Go gas station on your right). At this stoplight, turn right onto University Drive (check). After turning right onto University make your first right onto Old Chapel Hill Rd. After about 1.2 miles your will reach a four-way intersection. Drive straight through this intersection. You are almost there! Drive about .4 more miles and be looking on your right for a small green sign that reads "Piper's Deli, Sports Bar." If you reach University Drive at the light you have gone too far.

From the Duke University side of Durham

Travel South on 15-501 business. Take exit #751 (also called Academy Drive). Take a left at the top of the ramp. Continue on Academy until it dead-ends at light with University Dr. Turn right onto University. At the next stoplight, turn left onto Old Chapel Hill Rd and look for a small green sign that reads "Pipers Deli" on the left. (Warning comes up very quickly!)

Welcome

Dear Guest,

We are pleased to welcome you to the Bull City Toastmasters club. We sincerely hope your visit to our Club will be a pleasant experience.

The people you will meet at Toastmasters come from a variety of professions or businesses, social positions, and backgrounds. Some will be just beginning their careers, while others will already be established in their work. Some have been in Toastmasters for many years and are accomplished speakers, while others have just started out and are as nervous and inexperienced as you may feel you are. This diversity of backgrounds, interests, and speaking experience has proven to be one of the great advantages of Toastmasters membership. The only prerequisite is that you must be at least 18 years of age.

At this meeting, we will show you how we learn to express our thoughts, ideas, and opinions and develop our leadership potential through an enjoyable, yet thoroughly professional educational program. The best way to learn is by doing, and that's how Toastmasters works.

We hope the enclosed information will help you understand Toastmasters and the Lake Ridge Toastmasters Club. This packet is yours to keep. If you have any questions, feel free to ask anyone in the Club. We have enclosed a few people's phone numbers. These people have specifically said they would welcome calls from guests.

Please share this packet with someone else you think may be interested in our Club -- they'll thank you for it!

Again, we are pleased you chose to visit the Bull City Toastmasters Club. We invite you to relax and enjoy the experience of the Toastmasters Communication and Leadership program.

Sincerely,

The Executive Committee and the members of Bull City Toastmasters

What Toastmasters Is



The Bull City Toastmasters Club applauds your interest in self-improvement. Toastmasters International is an organization devoted to helping people much like yourself to develop their leadership and communication skills. We do this by offering a proven plan to improve your speaking, listening, and leadership skills.

- ◆ Toastmasters International has 170,000 members in 8,000 clubs around the world.
- ◆ There are 3,000 members in 160 clubs within 50 miles of Washington, DC.
- ◆ And one club within a short distance from your home or office that is just right for you - the *Bull City Toastmasters Club!*

Toastmasters is a fun way to build your speaking and presentation skills. Each meeting provides an opportunity to practice impromptu speaking, as well as prepared speeches. Whether you're a seasoned pro or a nervous novice, you will gain valuable skills and insight. In addition to club meetings, there are many other learning events during the year. We have several contests, seminars, and conferences each year to meet your communication needs. These events are great for networking and taking your new found skills into the community. You will be pleased to find your speaking will go from "near petrified" to "near perfection" in just a few short months.

Club Etiquette

In order to fully benefit from your first meeting, please follow these rules:

- ◆ Applaud at the introduction of each speaker and again at the end of the speech (this is the Toastmaster equivalent of a group hug). It is part of the nurturing environment that grows personal progress.
- ◆ Speak in response to table topic questions.
- ◆ Vote for: Best Table Topics, Best Speaker, Best Evaluator
- ◆ Ask questions of the members before and after the meeting, and during the break.
- ◆ Let us know how our Club can help you achieve your goals.
- ◆ Tell us your reaction to the meeting.
- ◆ Plan to return for a second look.

You have taken an important first step towards improving your communication skills by asking about our program. We suggest the following next steps:

- ◆ Determine where you stand as a speaker and form a written plan for the areas you want to improve in.
- ◆ Participate in our next meeting and talk with a mentor.

We welcome your questions and your input.

Timing

All speaking roles are timed. The chart below will help you understand the timing of various roles.

<i>Speaking Role</i>	<i>Time (in minutes)</i>	<i>Green light</i>	<i>Yellow light</i>	<i>Red light</i>	<i>Disqualify</i>
Table Topics	1 to 2	1:00	1:30	2:00	< 1:00 or > 2:30
Ice Breaker	4 to 6	4:00	5:00	6:00	< 3:30 or > 6:30
Most Speeches	5 to 7	5:00	6:00	7:00	< 4:30 or > 7:30
Specialty Speeches	8 to 10	8:00	9:00	10:00	< 7:30 or > 10:30
Evaluation	2 to 3	2:00	2:30	3:00	< 1:30 or > 3:30

In general, the green light comes on at the minimum time, the red light comes on at the maximum time, and the yellow comes on halfway in between.

Disqualification just means that the speaker is not eligible for the Best Table Topics/Best Evaluator/Best Speaker awards. The speech still counts towards their goal.

Note that on all speaking assignments (other than Table Topics), you are given 30 seconds leeway in either direction before you are disqualified. Since Table Topics is so short, you are only given 30 seconds leeway on the maximum time limit.

Cast of Characters

When you attend your first few meetings it will be helpful to know the cast of characters. Other than the Presiding Officer, people volunteering at a previous meeting fill all the positions.

Presiding Officer: The most senior ranking officer present; Opens the meeting, introduces the Toastmaster of the Day, and conducts the business meeting at the end.

Toastmaster of the Day: The Master Of Ceremonies; The Toastmaster introduces the various participants in the meeting and leads the meeting.

Table Topics Master: The table topic master helps members practice thinking on their feet. He selects topics of general interest and asks questions of members in the audience (you may be asked to participate).

Speakers: Typically there are three speakers. Each one gives a prepared *manual* speech, usually 5 to 7 minutes. Each speech has specific objectives that are listed in the Basic Manual (that's why it's called a *manual* speech).

Time Keeper: Because one of the purposes of Toastmasters is to ensure our members learn how to express a thought within a specific time, the time keeper times, records and reports the time used by each table topic speaker, speaker, and evaluator. This person is also our ballot counter.

General Evaluator: Provides constructive feedback on the meeting in general. He is in charge of the individual evaluators and the grammarian.

Evaluators: The purpose of the evaluator is to motivate the speaker to both continue speaking and to improve. The evaluator lets the speaker know what areas he has excelled in, and also offers a few constructive suggestions to help the speaker improve.

Thought for the Day: A member presents an inspiring thought or story near the beginning of the meeting.

Humorous Story: A member presents a humorous story or joke near the beginning of the meeting.

Grammarian: Presents a *word of the day*, gives the definition and uses it in a sentence asking the audience to use it; also checks participants grammar and counts audible pauses such as “ah”, “uh” and “and”. This person also praises participants for using the *word of the day*.

Cost of Membership

All members of Bull City Toastmasters pay an initial membership fee (\$20) plus semi-annual dues (\$51 for six months). The dues are pro-rated based on the month in which you join and thereafter paid on a semi-annual basis in March and September.

New Member Fee: US \$20.00

This fee is charged by Toastmasters International and is paid by new members only. It covers the cost of the New Member Kit and processing.

Toastmasters International Membership Dues: US \$4.50 per month

This fee is charged by Toastmasters International and is paid by all members. It covers the cost of membership in Toastmasters International, including a subscription to THE TOASTMASTER magazine.

Bull City Toastmasters Membership Dues: US \$4.00 per month

This fee goes directly to Bull City Toastmasters. It covers the cost of running our particular club, including supplies, room rental, special events, and more.

The table below shows the total cost of joining Bull City Toastmasters depending on the month in which you join.

<i>Month Joined</i>	<i>Total Cost</i>	<i>Breakdown</i>		
		<i>New Member Fee</i>	<i>Toastmasters International Dues</i>	<i>Bull City Toastmasters Dues</i>
October or April	\$71.00	\$20.00	\$27.00	\$24.00
November or May	\$62.50	\$20.00	\$22.50	\$20.00
December or June	\$54.00	\$20.00	\$18.00	\$16.00
January or July	\$45.50	\$20.00	\$13.50	\$12.00
February or August	\$37.00	\$20.00	\$9.00	\$8.00
March or September	\$28.50	\$20.00	\$4.50	\$4.00

New Member Kit

Within two weeks of joining Toastmasters, you will receive a New Member Kit from Toastmasters International in Mission Viejo, CA. If you do not receive this kit within two weeks of joining, please inform the VP of Membership or the club President. The New Member Kit contains the following items.

Communication and Leadership Program manual: If you already received a copy of this manual from Bull City Toastmasters, please return this new one to the club so that we may have one in stock to give to our next new member.

Effective Speech Evaluation manual: This contains tips and techniques for giving helpful evaluations.

Your Speaking Voice manual: This contains tips for adding strength and authority to your voice.

Gestures: Your Body Speaks manual: This describes how to become skilled in non-verbal communication.

The Ten CTM Speeches and Objectives

During your membership in Toastmasters, you will be encouraged to complete the 10 speeches from the *Communication and Leadership Program* manual. Although you will pick the specific topic yourself for each of those speeches, each speech has several objectives. The manual and other materials that you will be given will help you achieve these objectives. We have listed them below - so that you can see for yourself the types of skills you will be striving to improve. **Each speech's objectives build on the skills you learned in the previous speeches, so it's very important that you do them in order.**

<i>Speech projects and objectives</i>	<i>Time</i>
1. The Ice Breaker <ul style="list-style-type: none"> • To begin speaking before an audience. • To discover speaking skills you already have and skills that need attention. • To introduce yourself to your fellow club members. 	4 to 6 minutes
2. Organize Your Speech <ul style="list-style-type: none"> • Select an appropriate outline which allows listeners to easily follow and understand your speech. • Make your message clear, with supporting material directly contributing to that message. • Use appropriate transitions when moving from one idea to another. • Create a strong opening and conclusion. 	5 to 7 minutes
3. Get to the Point <ul style="list-style-type: none"> • Select a speech topic and determine its general and specific purposes. • Ensure the beginning, body and conclusion reinforce the purposes. • Project sincerity and conviction and control any nervousness you may have. • Strive not to use notes. 	5 to 7 minutes
4. How to Say It <ul style="list-style-type: none"> • Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly. • Use rhetorical devices to enhance and emphasize ideas. • Eliminate jargon and unnecessary words. Use correct grammar. 	5 to 7 minutes
5. Your Body Speaks <ul style="list-style-type: none"> • Use stance, movement, gestures, facial expressions and eye contact to express your message and achieve your speech's purpose. • Make your body language smooth and natural. 	5 to 7 minutes
6. Vocal Variety <ul style="list-style-type: none"> • Use voice, volume, pitch, rate and quality to reflect and add meaning and interest to your message. • Use pauses to enhance your message. • Use vocal variety smoothly and naturally. 	5 to 7 minutes
7. Research Your Topic <ul style="list-style-type: none"> • Collect information about your topic from numerous sources. • Carefully support your points and opinions with specific facts, examples and illustration gathered through research. 	5 to 7 minutes

<i>Speech projects and objectives</i>	<i>Time</i>
<p>8. Get Comfortable With Visual Aids</p> <ul style="list-style-type: none"> • Select visual aids that are appropriate for your message and the audience. • Use visual aids correctly with ease and confidence. 	<p>5 to 7 minutes</p>
<p>9. Persuade with Power</p> <ul style="list-style-type: none"> • Persuade listeners to adopt your viewpoint or ideas or to take some action. • Appeal to the audience's interests. • Use logic and emotion to support your position. • Avoid using notes. 	<p>5 to 7 minutes</p>
<p>10. Inspire Your Audience</p> <ul style="list-style-type: none"> • To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement. • Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama. • Avoid using notes. 	<p>8 to 10 minutes</p>