

 GOLDENTRIANGLE
TOASTMASTERS

Serving Mt. Dora, Eustis, & Tavares

Information Packet

Web Sites

Golden Triangle Toastmasters Club

www.goldentriangletostmasters.com

Easy-Speak

Where you sign up to perform different duties

www.easy-speak.org

Call or e-mail Jeff LaFrate for login information

321-438-9514

e-mail: toastmaster@LaFrate.com

Toastmasters International

The main headquarters

www.toastmasters.org

Golden Triangle Toastmasters Club Officers for 2011 – 2012

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Sergeant at Arms	Ronna Carr Email: ronnacarr@yahoo.com 352-735-6512

WHEN YOU ARE THE TOASTMASTER FOR THE DAY

The Toastmaster of the Day is in charge of the educational portion of the meeting. Advance planning and detailed follow-up are essential to the successful completion of this responsibility.

A. Before the meeting

1. Telephone all SPEAKERS at least 5 days before meeting.
2. Telephone ALL members who have of an assignment. Arrange for substitutes, if needed
3. Tell Table Topic Master how long he/she has to ask questions
4. Make the Agenda.
5. Ask the President to email the form so you can fill it in. (mannalil@aol.com)
6. Make copies to give the members and guests at the meeting

B. At the meeting

1. Bring your Leadership Manual. Ask a member to evaluate you and hand the member your manual opened to the place where you want them to fill in
2. Provide the **timer** with a list of speakers' times
3. Accept control of the meeting from the President. Your introductory remarks should be brief but lively to set the proper tone
4. Call on
 - a. The General Evaluator and ask him to give a description of his duties.
 - i) Introduce the Functionaries and ask them to give a description of their duties
 - (1) Timer
 - (2) Ah counter
 - (3) Vote counter
 - (4) Grammarian
 - (5) Quiz Master
 - ii) Introduces all evaluators & confirms understanding of their task. Then he will return control to Toastmaster.
 - b. The Joke Master to give a joke
5. Introduce the
 - a. First Speaker. Read their Introduction Form. Do not leave the lectern unattended while the speaker is coming up. Shake his/her hand before sitting down
 - b. Second Speaker. Read their Introduction Form. Do not leave the lectern unattended while the speaker is coming up. Shake his/her hand before sitting down
 - c. After the last Speaker, call on
 - i) The Timer for a Timer Report to see if each Speakers qualifies
 - ii) Ask the members to vote for the best speaker and hand the vote to the Vote counter and to write short personal evaluation to each Speaker
6. Calls on the Table Topic Master. Remember do not leave the lectern unattended while the speaker is coming up. Shake his/her hand before sitting down
7. Calls on the General Evaluator
8. Calls on the Quiz Master
9. Hands the ribbons to the best Table Topic winner, the best Evaluator, and the best Speaker
10. Thank all the participants
11. Return control to the President

WHEN YOU ARE THE GENERAL EVALUATOR

The Master Evaluator is the most important teacher of the meeting. His/her responsibilities include the coordination of speaker evaluations and giving the summary evaluation of the entire meeting.

- A. Before the meeting
 - 1. Contact the Toastmaster and confirm the Agenda.
 - 2. Contact and remind about their duties
 - a. The Evaluators
 - i) Who they will be evaluating and what speech
 - ii) Be positive with your evaluation
 - iii) Recommend they call their assigned speaker
 - b. The Functionaries: Timer, Grammarian, and Ah Counter
 - i) Remind them of their assignments
 - ii) A brief explanation of their responsibilities
- B. At the meeting
 - 1. Make sure all Evaluators are present and have their speaker's manual
 - 2. When the Toastmaster introduces you, quickly walk to the lectern and shake hands and assume control of the meeting
 - 3. Introduce the Functionaries and ask them to give a description of their duties
 - a. Timer
 - b. Ah counter
 - c. Vote counter
 - d. Grammarian
 - e. Quiz Master
 - 4. Introduces all evaluators & ask them to explain their task. Then return control to Toastmaster.
 - 5. After Table Topics, the Toastmaster will introduce you again to come up to the lectern. You will:
 - a. Call on the Evaluators to give their evaluations
 - b. Ask for the Timer's Report.
 - c. Ask the members to vote for the best Evaluator and hand the ballot to the Vote counter
 - d. Ask for the ER/AH Counter report
 - e. Ask for the Grammarian's Report
 - f. Evaluate the meeting
 - 6. Return control the Toastmaster

WHEN YOU ARE A JOKEMASTER

The Toastmasters experience is one where learning takes place in an atmosphere of good humor. Research has shown that this is the best way to learn and to remember what you have learned. By the same token, many public speakers find that it is difficult to add humor to their talks. When a member is assigned the responsibility of Jokemaster, the member has the opportunity to prepare a humorous anecdote or joke, practice it and present it. By fulfilling this responsibility the member is learning to add humor while the club is treated to a humorous interlude to start off the meeting. The Jokemaster is advised that off-color jokes are not appropriate

- A. Before the meeting
 - 1. Pick a joke that is appropriate in mix company
 - 2. Practice it. If possible, saying it without notes
- B. At the meeting
 - 1. When the Toastmaster calls you, stand up where you are
 - 2. Make eye contact with the group
 - 3. Be relax
 - 4. After the joke, be seated. Your job is over

WHEN YOU ARE A SPEAKER

In addition to the obvious responsibility to prepare a speech and deliver it, the speaker has the responsibility to notify the other participants about his/her speech.

A) Before the meeting starts

- 1) Hand the Toastmaster your Introduction Form, if you haven't done it prior
- 2) Inform Toastmaster and Timer of your Speech (a good way is put the info on 2 index cards and hand the appropriate people
 - i) Project # of your
 - ii) Speech title
 - iii) Time of speech
- 3) Hand your manual (open to the project you are doing and have the title and date already written on the page) to your Evaluator

B) During the meeting

- 1) Be prompt in your approach to the lectern when you are introduced. Remember to acknowledge the Toastmaster by saying "Mr. Toastmaster" or "Madam Toastmaster", "members and guests"
- 2) When you have completed your speech, **do not thank the audience**, they will thank you with their applause. **Don't leave the lectern until the Toastmaster has returned to shake your hand**

WHEN YOU ARE A TABLE TOPIC MASTER

You have charge of the impromptu portion of the meeting. The main responsibility is to use interesting topics to present to those members who **are not otherwise participating in the meeting** so they have the opportunity to practice thinking and speaking on their feet in a clear, organized manner with a minimum of preparation. The duties are:

A) Before the meeting

- 1) Preparation is the key to leading a successful Table Topics session
- 2) Ask the Toastmaster how long you have
- 3) Select a list of topics well in advance of the meeting
- 4) Some ways to do this are
 - i) Prepare questions to ask the members. Prepare a list of questions of variety and topics such as current events. Keep the questions on the light side, short and simple, rather than ones requiring deep thought. Don't embarrass anyone.
 - ii) Controversial discussion. Announce a controversial subject. Ask the first participant to speak in favor; the next speaker to speak against and so on.
 - iii) Chain topics. Ask a question of the first participant. Then the participant asks a question of the next participant. Before beginning, state how many participant we be in the session.

B) At the meeting

- 1) When the Toastmaster introduces you, quickly walk to the lectern and shake hands and assume control of the meeting
 - i) Explain the purpose of the session.
 - (1) Table Topics help train members to quickly organize and express their thoughts in an impromptu setting.
 - (2) The time for this impromptu answer is one to two minutes.
 - (3) Mention any theme and encourage them to use the word of the day
 - (4) Give each participant a different topic or question calling on speakers randomly
 - (5) State the question first, **then call on the participant**. This improves listening skills since members are not sure who will be called on and will want to be ready to respond if necessary.
 - (6) You may invite guest to participate, if they desire
 - ii) End of the program
 - (1) Ask the Timer to give the Timer's Report
 - (2) Ask the members to vote for the best Table Topic speaker and pass their ballot to the Vote Counter
 - (3) Don't leave the podium until the Toastmaster shakes your hand

WHEN YOU ARE AN EVALUATOR

As the Evaluator of a prepared speaker, you have the responsibility of helping the speaker grow and improve. You will also improve your own listening and observation skills while you are listening and watching the speaker. By actively listening, providing reinforcement for their strengths and gently offering useful advice, you motivate members to work hard and improve. When you show the way to improvement, you've opened the door to strengthening their ability. Remember, the purpose of evaluation is to help people develop their speaking or leadership skills in various situations.

C. Before the meeting

1. Review the *Effective Evaluation* manual you received in your New Member Kit.
2. Find out who you will be evaluating
3. If possible contact him/her and review the project goals and what the speaker or leader hopes to achieve.

D. At the meeting

1. Before the speech obtain the speaker's manual and review the section entitled "Your Evaluation" for the speaker's project
2. Make sure the speaker has written the title of the speech and the date on that page
3. You put your name as Evaluator
4. During the speech, pay close attention, using your eyes as well as your ears. Make written notes as necessary in the manual
5. After the speech, finish completing the evaluation section in the manual
6. When called upon by the General Evaluator, come up quickly to the lectern and shake hands with the General Evaluator.
7. Present a 2 – 3 minute oral evaluation. Start with the strong points of the speech. Positive! Make the overall tone of your evaluation positive and rewarding. Also provide specific suggestions for overcoming each detected weakness. End on a positive note.

E. Tip: A technique the Toastmasters clubs have used successfully in the Evaluation Contest is the "OSCAR" approach. It is the acronym for **O**bjective, **S**tructure (speech outline), **C**reativity, **A**ssets (speaker's strong points), and **R**evisions (improvements needed). When this arrangement is used to provide compliments on strengths and suggestions for improvement it has produced contest winners.

1. Look at web site for information: <http://goldentriangletostmasters.com/meeting-roles/evaluator>

WHEN YOU ARE THE TIMER

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer you are responsible for monitoring time for each meeting segment and each speaker. You'll also operate the timing signal, indicating to each speaker how long he or she has been talking. Serving as timer is an excellent opportunity to practice giving instructions and time management – something we do every day. The duties are

A. Before the meeting starts

1. Ask the Toastmaster and General Evaluator to confirm which members are scheduled program participant
2. Ask the Sergeant-At-Arms for
 - a. The green, yellow, red folders
 - b. The Timer form
 - c. The stopwatch
 - i) Check to make sure it works.
 - ii) Prepare it to start
3. Obtain the requested time for each prepared speech from the speakers. Write the Speaker's name and time down on the form
4. Write down the Evaluator's name and name of the Speaker being evaluated

B. During the meeting

1. When called upon by the Toastmaster, explain the timekeeping system.
 - a. For the prepared speeches
 - i) Green folder at 2 minutes before requested time
 - ii) Yellow folder at 1 minute before requested time
 - iii) Red folder at requested time
 - iv) a 30 second before or after is permitted
 - b. For the Table Topics 1 – 2 minutes
 - i) Green folder at 1 minute
 - ii) Yellow folder at 1 ½ minutes
 - iii) Red folder at 2 minutes
 - iv) a 30 second before or after is permitted
 - c. For the Evaluators 2 – 3 minutes
 - i) Green folder at 2 minutes
 - ii) Yellow folder at 2 ½ minutes
 - iii) Red folder at 3 minutes
 - iv) 30 seconds before or after is permitted
2. Time will begin with the first word uttered.
3. After the speeches the Toastmaster will call for a Timer's Report
4. Table Topic
 - a. When the person is called
 - i) Write their name and topic on form
 - ii) Time will begin with the first word uttered.
5. When the Toastmaster comes back to the lectern, he/she will ask for a Timer's Report
6. After the evaluations the General Evaluator comes back to the lectern and ask for a Timer's Report

WHEN YOU ARE THE VOTE COUNTER

The club uses the combination tear-off ballot sheet. The members and guests will vote on the best prepared speech, the best speaker in the table topics, and the best evaluator for the speaker. The sheet also has sections for members to write comments for the prepared speakers. Duties are:

- A. Before the meeting starts
 - 1. Ask the Sergeant-At-Arms for the Vote Counter Form
 - 2. Help pass out the ballots and put the ribbons on the podium
- B. During the meeting
 - 1. The General Evaluator will ask you to describe your duties
 - a. Stand up
 - b. You might, "You vote for the best the Speaker, Table Topic, and Evaluator. Then hand your votes to me, the vote counter."
 - 2. Put the results on the form
 - 3. The Toastmaster will ask you for the results at the end of the meeting

WHEN YOU ARE THE AH COUNTER

The purpose of the Ah-Counter is to note any word or sound used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as *and, well, but, so and you know*. Sounds may be ah, um or er. You should also note when a speaker repeats a word or phrase such as “I, I” or “This means, this means.” These words and sounds can be annoying to listeners. The Ah-Counter role is an excellent opportunity to practice your listening skills.

A. Before the meeting starts

1. Ask the Sergeant-At-Arms for ER/AH form and the bell
2. Write the date and everybody’s name on the form

B. During the meeting

1. The General Evaluator will ask you to describe your duties
 - a. Stand to describe your duties
 - b. *“Mr./Madam Toastmaster, fellow Toastmasters, and welcomed guests. My duty today is the Er/Ah Counter. As the Er/Ah counter, I will be listening very carefully for the use of ‘ah’, ‘um’, ‘er’, or filler words such as “you know,” “and,” or “so.” There is a \$.10 “fine” for using these filler words. This “fine” helps fund our annual Christmas Party. At the conclusion of the meeting, I will provide a report.”*
 - c. Tap the bell when you hear any of these infractions and mark it on the form.
2. Give your report at the end of the meeting when asked to do so.

WHEN YOU ARE THE GRAMMARIAN

The Grammarian presents the Word of the day and keeps track of language usage, both good and bad. Being grammarian also provides an exercise in expanding listening skills. You have several responsibilities: to introduce new words to members, to comment on language usage during the course of the meeting, and to provide examples of eloquence. During the evaluation session, the grammarian reports to the club when called upon by the Master Evaluator. An innovative grammarian will compliment individual toastmasters on use of unusual and unique words or phrases as well as suggest improvement to those who committed grammatical errors.

A. Before the meeting

1. Select a Word

- a. One that will help members increase their vocabulary – a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves.
- b. Print your word, its part of speech (adjective, adverb, noun, verb) and a brief definition in letters large enough to be seen from the back of the room.
- c. Prepare a sentence showing how the word is used.

B. At the meeting

1. Tape the Word to the lectern, before the meeting starts
2. Ask the Sergeant-At-Arms for the Grammarian Form. Fill in the date and the Word
3. General Evaluator will ask you to describe your responsibilities
 - a. Announce the Word of the day
 - b. Use the Word in a sentence
 - c. Describe your duties as the Grammarian
 - i) The grammarian listens for all colorful language uses/phrases
 - ii) Bad usage or grammatical errors
 - iii) The members who do not use the Word will donate 25 cents towards the Christmas party
 - d. Write down the members who use the Word and any colorful phrases on the form
4. At the end of the General Evaluator will ask for a report

WHEN YOU ARE A QUIZ MASTER

To master the qualities inherent in a communicator and leader we must become better listeners and thinkers as well as better speakers. The responsibilities of the Quiz Master are to listen closely to all spoken matter, table topics, prepared speakers, evaluators, to select a few items of interest and to ask a few members to recall and explain to us the specifics of the items selected. This gives us the opportunity to exercise our listening and thinking abilities as well as one more opportunity to speak coherently when called upon in an impromptu manner.

A. Before the meeting

1. No preparation
2. Bring a note pad to write down questions

B. At the meeting

1. Sit where you can hear and see everything
2. Start thinking of questions you can ask
3. When the Toastmaster calls you, stand up where you are and ask the questions to the group

Members Contact Information 7-4-11

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