



Toastmasters International provides a communication and leadership program through a system of community and corporate clubs established across the world.

Club meetings are structured for toastmasters to develop and refine their skills through prepared speeches and other assignments that provide a wide range of experiences.

The Distinguished Club Program indicates the success of each club through the achievements of its members and club executive.

This meeting information sheet is the first in a series and gives pointers on presenting a number of assignments including the toast, Three minute review, timer, listener and lexicologist/grammarian listener.

DISTINGUISHED CLUB PROGRAM

10 GOALS

- Two CTMs
- Two more CTMs
- One ATM-B, ATM-s or ATM-G
- One more ATM-B, ATM-s or ATM-G
- One CL, AL, or DTM
- One more CL, AL, or DTM
- Four new members
- Four more new members
- Minimum four officers trained each training period
- One semi and one officer list submitted on time

MEMBERSHIP REQUIREMENT

At year-end a Club must have:

- at least 20 members, or
- net growth of at least five new members

RECOGNITION

Clubs that meet the membership requirement and do the following earn recognition:

DISTINGUISHED CLUB

- 5 out of 10 goals

SELECT DISTINGUISHED CLUB

- 7 out of 10 goals

PRESIDENT'S DISTINGUISHED CLUB

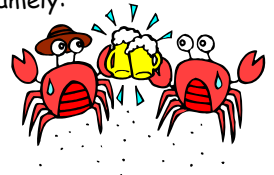
- 9 out of 10 goals.



THE TOAST

There are four types of Toasts namely:

- **The Loyal Toast**
- **The General Toast**
- **The Invocation or Thanks**
- **The Inspirational**



The Loyal Toast does not have any initial remarks made - simply say - *Ladies and Gentlemen - "Australia", "the Governor General", "the District Governor"*.

The General Toast takes approximately 1 minute to give a brief proposal as to why the cause deserves to be toasted. An appropriate or relevant subject should be chosen to fit the occasion. The subject or objective should be stated in the first sentence if possible and you should know your subject.

Ask people to rise, avoid cliches like "be upstanding" and give a clear lead by renaming the subject of the toast. Remember to ask people to be seated after the toast.

The Invocation is not a formal Grace before dinner, but is a brief effective thank you for that which we share, or are to partake of - a dinner, the privilege of learning, companionship, motivation etc. Limit an invocation to 1 minute.

The Inspirational is a brief speech, 1-2 minutes that is aimed at bringing your audience to acceptance of your thoughts or realisation of a truth and a desire to act on the principles you put before them. It should have an introduction to catch attention, a body that consolidates your message and a conclusion that reaffirms your message. The shorter the speech, the greater the preparation.

WHEN YOU ARE PRESENTING A THREE MINUTE REVIEW!

This assignment is usually of 3 minutes duration. Like any other prepared speech, the subject needs to be appropriate to a Toastmasters meeting. You may wish to present your review on a current topic, book, film, theatre, television, holiday or restaurant.

Your presentation can be a speech to inform, a speech to protest, a speech to motivate or simply a speech to provoke some thought. This assignment is to prepare a mini speech on a topic of interest to members. Remember to have a clear opening, body and conclusion. It is not a speech from a Toastmasters manual and you need to ensure that it is no longer than 3 minutes.



WHEN YOU ARE THE TIMER!

The role of the timer is to record the duration of the meeting and each activity and give a summary at the end of the meeting or the end of the first and second half of the meeting.



Accurate time keeping is an important attribute to a public speaker and it is therefore essential for us to discipline ourselves in all our assignments.

Check the operation of the stopwatch and the timing unit (usually lights) before the meeting commences.

If the timing for each assignment is not on the program, then the Chairman, Table Topics Master or Toastmaster should advise you of the timing for the assignments.

Always maintain a record of the time taken for all assignments.

Prepared speeches require 3 lights, green, amber and red. Usually it is green light at 5 minutes, amber light at 6 minutes and red light at 7 minutes. The red light stays on until the speaker has finished.

In table topics and other assignments you may use the 3 lights or just the red light or buzzer. This should be announced by the Chairman, Table Topics Master or Toastmaster.

Given that the timing report is at the end of the meeting, try to think of ways you can liven up your report. Although the role of the timer is a serious assignment, you may like to begin your report with a short quip or joke on time.

WHEN YOU ARE THE LISTENER!

The Toastmasters program is based on three foundation stones:

- **Better Listening**
- **Better Thinking**
- **Better Speaking**



The role of the Listener in the program is to stimulate and encourage our thinking skills. Thinking is a skill that can be learned.

Many club programs include an assignment for the listener and may be titled grammarian, big ears, the listener etc. Their task is to take notes on points of interest, starting from the commencement of the session or for the whole meeting. At the end of the meeting they have a three minute segment in which to test the audience's listening skills.

Stimulate your members by asking tricky questions and phrasing the questions differently. Then tell them the interesting things you heard good and not so good!

LISTENING SKILLS TO CONSIDER

- **Active listening** involves organising and interpreting what you have heard.
- **Active listening** is based on a genuine respect for the opinion of others.
- **Active listening** stimulates communication, promotes positive feelings, reduces hostility and helps people understand one another.
- Your skill and an **effective listener** will not only make you a better speaker and increase your understanding, it will make you a more interesting person and increase your productivity.

WHEN YOU ARE THE LEXICOLOGIST & GRAMMARIAN LISTENER!

This assignment is sometimes called "wordmaster" or "lexicologist". The presenter delivers a word that is to be used as much as possible during the meeting.

Firstly, write the word on a large sheet of paper and attach it to the lectern. Make sure you pronounce the word correctly, indicate the type of word it is such as noun or verb and articulate the meaning or meanings of the word.

Finally, use the word in a sentence to show how it can be used. You can vary the assignment by presenting two similar sounding words with different meanings such as 'bought' and 'brought' or 'specific' and 'pacific'.

The wordmaster or lexicologist assignment is usually combined with the role of the listener and or grammarian. Your report will include your observations as to who used the word or words, expressions you liked or disliked, umms and poor grammar.

In your role as the listener, you ask a few questions to ensure members were listening. Remember that the time allocated to this role is 1 minute to present the word and 2 minutes for grammarian listener.

