

The Basic Communication and Leadership Program

YOUR FIRST TEN SPEECHES

1. **The Ice Breaker** is your first speech, to get you started by talking on a subject about which you are the expert (**you!**), to introduce yourself.
2. **Organize Your Speech** emphasizes organizing your thoughts into a logical sequence leading to a clearly defined goal, and building a speech with an opening, body, and close.
3. **Get to the Point** has the general purpose to inform, persuade, entertain, or inspire. You learn how to speak with sincerity.
4. **How to Say It** includes understanding the functions and uses of the spoken word and selection of the precise words to communicate your ideas clearly, concisely, and vividly.
5. **Your Body Speaks** focuses on the use of gestures, body motions and body language as an integral part of your speech.
6. **Vocal Variety** explores the use of voice volume, pitch, rate, and quality as tools used by an effective speaker.
7. **Research Your Topic** uses information collected from numerous sources and carefully support points with specific facts, examples and illustrations, rather than with just your own opinions..
8. **Get Comfortable with Visual Aids** emphasizes the value of props when speaking.
9. **Persuade with Power** gives you the opportunity to practice the skills necessary to convince an audience to accept your proposal or viewpoint.
10. **Inspire Your Audience** The objective of this speech is to select a topic about which you feel strongly, analyze your audience's mood and feelings, and inspire them using all the skills you have developed.

The Mission of the Club

The mission of a 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

Hacienda Park Toastmasters
Learn how to think on your feet
Practice giving prepared speeches
Give and receive evaluations to improve your performance
Develop leadership skills
Our group offers a supportive, non-intimidating environment

Hacienda Park Toastmasters



Meetings Open to the Public,
Thursday, 12:00 – 1:00 PM
4305 Hacienda Drive,
Pleasanton CA, 94588

For more information, visit us at
www.haciendatm.com, or
please call Armine Matentsian at
925-426-7767

WELCOME TO TOASTMASTERS

The purpose of our group

is to help members overcome apprehensions about speaking in public and to improve communication skills. This goal is accomplished by providing a self-paced, focused speaking program and a supportive, experienced group of people to assist you. You can become more effective in formal public speaking, individual communications, impromptu situations, meeting management and participation, as well as in leadership.

You are always welcome at our meetings. You may take part if you wish, or just watch and listen. As a guest you will be introduced so that the members of the club know who you are, and we encourage you to join us. The decision to become a better speaker, however, is up to you.

A typical Toastmaster meeting is divided into four segments:

Prepared speeches from the Communication and Leadership program are presented by members to improve particular aspects of their public-speaking capabilities.

Table Topics gives members the opportunity to practice impromptu speaking skills by responding to questions or suggestions prepared by the leader of this segment.

Evaluations by club members provides feedback to both prepared speakers and meeting leaders. An evaluator, usually a more experienced club member, gives an oral evaluation and provides written comments to each speaker.

A business portion in which effective meeting management skills quickly and efficiently dispatch the business of our club.

Each meeting is supported by members who take turns serving in the various roles necessary to **conduct our meetings**, including:

Toastmaster prepares and leads the overall program

Table Topics Master leads the impromptu speaking segment

General Evaluator conducts the evaluation segment

Your investment is less than \$35 for 6 months, plus a one-time fee of \$21.75 when you join.

WE HOPE THAT YOU JOIN US!

The Mission of Toastmasters International

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking — vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.