



Art of Speaking Toastmasters Club Meeting Agenda



Venue
North Edison Library
777 Grove Avenue, Edison, NJ 08820

Date/Time
September 10, 2011
10:15am – 12:45 pm

REMINDER: MUTE ALL CELL PHONES!

Presiding Officer		2 Min
Toastmaster of the Day	Vikram Polavarapu, ACS	2 Min
Word Master	Hemant Srivastava	2 Min
Thought of the Day	Hemant Srivastava	2 Min
Ah-Counter/Grammarians	Meenu Mohindroo	2 Min
Timer	Hollis Donaldson	2 Min
Table Topic Master	Sumanjit Paul	10 Min

Speaker	Speech Description	Evaluator
Lou Olivera	CC #2 (5 to 7 Min) Title: "Are We There Yet?"	Colin Curran
Saqib Rahim	CC #2 (5 to 7 Min) Title:	Hollis Donaldson
Sanjay Choubey	CC #5 (5 to 7 Min) Title: "Art of Lying"	Sumanjit Paul
Hollis Donaldson	CC #9 (5 to 7 Min) Title: "Our Precious, Priceless and Irreplaceable Time"	Hitender Mittal, CC, ALB
Fred Eng, ACB, ALB	ACS #1 (8 to 10 Min) Title: "Kitchen Remodeling Time" <i>Manual: Speeches by Management – The Briefing</i>	[OPEN]
Saikat Maitra, ACB	ACS # 9 (12 to 15 Min) Title: <i>Manual: Specialty Speeches – Read Out Loud</i>	Fred Eng, ACB, ALB
*Jane/Johnny On the Spot		

Break : 5 Mins (mingle with other members and submit votes for best speakers & best table topic speakers)

General Evaluation	Stephanie Tsao, CC - Duty Holder Reports, Speech Evaluator Evaluations, Meeting Evaluation - Call for Voting Results and invite Presiding Officer to hand over Awards	20 Min
Awards	Ballot Counter: <OPEN> Best Speaker & Best Table Topics Speaker	2 Min
Concluding Remarks	Hitender Mittal - Membership Renewals Stephanie Tsao, CC - District Conference - Member Survey - Concluding Remarks	20 Min

Club Officers

President – Stephanie Tsao, CC	Past President– Fred Eng ACB, ALB/Surya Avantsa ACB,ALB
VP-Education - Vanaja Sivakumar, CC/Colin Curran	VP-Membership – Sumanjit Paul
VP-Public Relations – Chris Xiao, CC/Deepak Butani, ACB, ALB	Secretary - Meenu Mohindroo/Gayathri Mahabala
Treasurer - Hitender Mittal, CC, ALB	Sgt. at Arms - Pranav Sheoran

Please check www.artofspeakingclub.org for the latest Meeting Schedule

Please use [Sandy East](#) site to sign up for all the open roles in the meeting.
Important Note: The venue for the meeting is the North Edison Library.

* The Jane/Johnny On the Spot role is responsible to fill in just about any role in a meeting INCLUDING Speaker



Art of Speaking Toastmasters Club Meeting Agenda



Venue
North Edison Library
777 Grove Avenue, Edison, NJ 08820

Date/Time
September 10, 2011
10:15am – 12:45 pm

REMINDER: MUTE ALL CELL PHONES!

Meeting Roles

- **Presiding Officer:** Welcomes the gathering and starts the meeting.
- **Toastmaster:** Leads meeting, coordinates agenda, keeps meeting on the right track and on time.
- **Word of the Day:** Defines the word, gives its origin, usage and demonstrates in a sentence. **All members should try to use the word during the meeting.**
- **Thought of the day:** Prepares a thought for the audience.
- **Timer:** - Times table topics, speeches and speech evaluations per the guidelines and notifies speakers when they reach a timing milestone.
- **Ah-Counter/Grammarian:** Records "ah", "ums", etc. to help keep members aware of these speech filler words. Offers grammatical feedback to help members improve.
- **Recorder:** Captures the minutes of the meeting.
- **Speakers:** These people give prepared speeches they have prepared based on a manual.
- **Evaluators:** The evaluators use the manual evaluation form as a guide to give feedback on the speech they're evaluating. They give encouraging comments and suggestions for improvement.
- **Table Topic Master:** Creates stimulating and impromptu topics prior to the meeting. Questions should be open-ended. People who volunteer to participate can be honest, fabricate, or change the subject.
- **General Evaluator:** - Presents an overall evaluation of the meeting.

Competent Communicator (CC) – 10 Speeches

- **Project 1 The Ice Breaker:** To begin speaking before an audience; To discover speaking skills you already have and skills that need some attention; 4-6 min
- **Project 2 Organize Your Speech:** 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; 5-7 min
- **Project 3 Get to the Point:** Select a speech topic and determine its general and specific purposes; Organize the speech in a manner that best achieves those purposes; Ensure the beginning, body and conclusion reinforce the purposes; Project sincerity and conviction and control any nervousness you may feel; Strive not to use notes; 5-7 min
- **Project 4 How To Say It:** Select the right words and sentence structure to communicate your ideas clearly, accurately and vividly; Use rhetorical devices to enhance emphasize ideas; Eliminate jargon and unnecessary words. Use correct grammar; 5-7 min
- **Project 5 Your Body Speaks:** Use stance, movement, gestures, facial expressions and eye contact to express your message. and achieve your speech's purpose; Make your body's language smooth and natural; 5-7 min
- **Project 6 Vocal Variety:** 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; 5-7 min
- **Project 7 Research Your Topic:** Collect information about your topic from numerous sources; carefully support your points and opinions with specific facts, examples and illustrations gathered through research; 5-7 min
- **Project 8 Get Comfortable with Visual Aids:** Select visual aids that are appropriate for your message and the audience; Use visual aids correctly with ease and confidence; 5-7 min
- **Project 9 Persuade with Power:** Persuade listeners to adopt your viewpoint or ideas to take some action; Appeal to the audience's interests; Use logic and emotion to support your position; Avoid using notes; 5-7 min
- **Project 10 Inspire Your Audience:** 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; 8-10 min