



WHERE LEADERS
ARE MADE

Newsletter of Miranda Toastmasters - Club 3554

SPEAK UP

www.miranda-toastmasters.org.au

April – May 2020



Contents

Zoom-out	1
How to Appear Your Best While Delivering an Online Speech	3
A new role – ZOOM master	4
Online meeting tips	5
Meetings	7
Meeting #1300	10
Pathways	11
Paths – Part 2	11
Club Awards and Winners	13
President's Distinguished club goals	14
Further Reading	15
What's on	17

Zoom-out

By Elena Shulyak

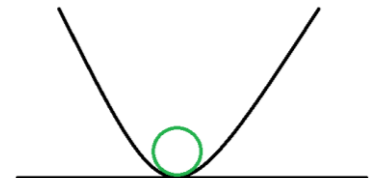
We live in unprecedented times of severe pandemic with the new social rules applied: self-isolation, social distancing and staying at home (either working, studying or doing nothing); definitely, it will take its spot in human history. But what does it mean for us as Toastmasters to live under the new social norms? These norms are temporary but maybe long-term temporary.

We met in person for as long as we were allowed and then more restricting social condition came into place.

What were your thoughts? Is it the end or is it the beginning of something new, the beginning of the transformation to a new Toastmasters experience?

Before the pandemic as Toastmasters, we had a gradual move to a new type of manuals (Pathways), adjusted the club meeting time based on the

members' feedback, and many other initiatives. We knew where we were going. It is like being in a true balance state.



But once social restrictions were imposed on us we were a bit lost as the core of Toastmasters club: meetings in person - were no longer available to us. We had an option to temporarily suspend the meetings but we didn't want it.

Thanks to the technological advancement, the replacement was found very quickly and in the two-weeks time since our last meeting in person we zoomed in to our first online club meeting.

As an executive team, we were concerned that not many

members will adopt a new format of the meeting and we may lose some experienced and less-experienced toastmasters.

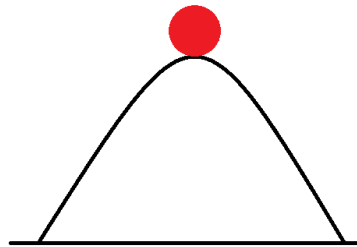
But it proved to be wrong and we have strong participation of members in the online meetings. And we even got guests at our last meeting.

Online meetings became our methods of socialising and we managed to temporarily transition our club meetings to an online platform while the social restrictions are in place.

Yes, we have got some technical issues, we are learning how to use a new Zoom platform but we still connected and continue supporting each other.

The social restrictions and pandemic will go away sometime

soon; however, its impact is so strong on us that we moved from the true-balance position into false-balance position.



I can't see the future and say what is ahead of us how these events will transform our Toastmasters experience.

But for sure it is not the time to give up and put aside your career or development goals; it is rather opposite. For sure, we will need strong speakers and leaders to transition to the new true-balance

whatever it will be. So, zoom-out from the current uncertainty to see a wider picture, then look again at your goals as a toastmaster for this year, adjust them and continue your journey to these goals through the new online platform.

Sooner rather than later the world will come back to normal, we will meet again in person and will shake hands to introduce the speakers. But until then see you online!



How to Appear Your Best While Delivering an Online Speech

Consider your setting, appearance, and delivery.

By Hana He (Toastmasters magazine – Apr 2020)

COVID-19 caught us unprepared. After the Chinese New Year, many of our China Capital Toastmasters Club members were suddenly locked down in their own hometowns, and even those staying in Beijing could not meet in person for our weekly meetings.

Since the beginning of February my club has been hosting meetings online so members from across the country can join. This new way of meeting not only provides a lot of fun but also enables some former members who had relocated to visit.

In this time of uncertainty and change, Toastmasters everywhere are facing challenges, specifically with how to deliver an effective online speech and learning how it differs from speaking in person. With experience delivering numerous online speeches and winning speech contests at the club and Area levels, I would like to share my top tips.



I believe the skills we have learned from the Pathways learning experience and the traditional program are valid even when we speak from behind a screen. However, there are some different skills and considerations for an effective online speech mainly in three major areas: setting, appearance, and delivery.

Setting

Set your device at a proper distance and height so your facial expressions and your upper body gestures can be well perceived. Make sure your face is positioned at the center of the screen.

Ensure there is enough light on you. If you have a light on behind you, your face will be too dark or in the shadows.

Most people are now meeting from their homes with other family members present. Inform the people in your vicinity

beforehand that you are going to have an online meeting, so they don't accidentally make any disruptive appearance or noise.

Appearance

Similar to giving an in-person speech, you should look fresh and professional in front of an online device.

Dress with appropriate attire for your upper body at least. We don't care if you are barefoot, as long as your feet are outside the scope of the camera lens.

If you wear glasses, ensure the reflection of your device screen or other light source does not block



your eyes. If your audience only sees a bright shiny pair of glasses on your face instead of a bright shiny pair of eyes, how can they stay engaged?

Delivery

When you speak, look directly at the camera, not at the people on the screen. Imagine your entire audience is sitting right behind it.

In front of a device, your stage may be too small to move around, but you can still use gestures.

Facial expressions are important, too. In fact, there are some advantages when you speak facing a computer. For example, you are able to zoom in and out by moving yourself closer to or further away from the camera to dramatize your online speech.

Lastly, if you need to refer to any notes, you may place them near the camera instead of looking away from the screen for your notebook. For example, place Post-it Notes around your screen. This allows you to read from your

notes without distracting the audience.

As we continue to host online meetings, we are learning to incorporate more innovative elements, such as using an audio clip of clapping, to create a fun and warm meeting environment. With these tips in mind, you will be able to effectively give a speech online, and who knows what creative ideas your club will come up with next!

A new role – ZOOM master

(the [article](#) adopted from Toastmasters.org)

Paying attention to your setting, appearance, and delivery should help improve the effectiveness of your online meetings. In addition to coaching one another on how to give a strong online speech, my club has implemented a new role to improve our online meetings - “zoom master.”

This role is similar to a stage manager (someone who is responsible for technical arrangements), and they are in charge of shifting the “focus screen” from one speaker to another and muting non-speaking participants when disruptive noise arises. We also find the timer role works better by sharing screens of different colors than showing color cards to the camera.



Online meeting tips

by [Toastmasters.org](https://www.toastmasters.org)

Before the Meeting

Make sure you have the link to the online meeting. If you don't have it, please contact one of your club officers.

Try to get access to a camera and some headphones. External speakers sometimes get picked up on microphones and can cause echoing. Some meeting platforms have apps that allow you to join the meeting from your phone, if necessary.

If you are performing a meeting role or are going to be a speaker, please join the meeting a few minutes early so that you can test your technology.

Some online meeting platforms, like Zoom, allow you to create a free account and customize it. If you want to do this, do it before the meeting starts.

During the Meeting

Audience Participants

It is important to mute yourself while the speakers are giving their speeches. Meeting platforms will switch to the screen of the participant that is making noise, and you do not want your video to take the place of the speaker's video. It is also distracting to the speaker and the meeting roles to hear other noises while the speaker is giving their speech.

If possible, it is best to leave your camera on while the speaker is speaking so that they can see the reactions of the audience. Be sure to not be busy doing other things like texting or watching videos while the speaker is speaking. Give them the same attention you would give them in person. However, videos can cause some members with poor internet connections to lag, so evaluate with your fellow club members. Some video platforms allow you to message people directly, which is optimal for feedback for a speaker, as it helps avoid distractions in the general chat channel.

If you would like to participate in Table Topics®, make sure your video is on so that the Table Topicsmaster can see when you are volunteering. Clubs who utilize Zoom can use the "Raise Hand" function, which will show in the participant's panel of the meeting. You may want to verbally volunteer if you do not have a camera.

Speakers

Speakers should practice speaking without a physical audience a few times before giving their speech. In Zoom, changing the view to "Gallery View" will allow you to see the facial expressions of the audience. If you are sharing a presentation, be sure to only share

the window the presentation is in (such as PowerPoint) to prevent notifications or other distractions from showing on their screen.

Make eye contact with the camera, not your screen, to appear like you are looking at audience members.

Have a look at your background. Make sure there is nothing that will distract the audience as you speak.

Ah-Counter and Grammarian

These roles should be relatively unchanged. The Grammarian should send the Word of the Day and its definition to the chat so everyone will be able to see it throughout the meeting.

Timer

The Timer should download the Toastmasters app or use some other color-coded timer (or pieces of construction paper, if you have them) to maintain the visual cues for speakers. The Timer will also need a camera so that the speakers can see their color-coded time designation.

Some platforms will allow you to change your background. You can use this to change your background to be green, yellow, or red, indicating time remaining to the speaker.

A PowerPoint presentation can be created with a green, yellow, and



red slide for the Timer to use. As the time progresses, the Timer can change slides to display the corresponding color.

Toastmaster of the Day

The Toastmaster role will not change much other than needing a camera and making sure that the other meeting roles and speakers are prepared to participate in an online meeting.

Consider joining 15 minutes early to greet members as they join and possibly help with technical issues.

Display the agenda on screen and explain the process of meeting online.

If possible, highlight the Toastmaster of the Day on the online meeting platform you are using so they can easily be identified.

Evaluators

Speech evaluators should meet with the speakers before the meeting to understand any constraints the speaker may have (limited stage area, common meeting spaces, etc).

The General Evaluator should make note of difficulties specific to online participation and make sure the officers know to remind participants of these before the next meeting.

Vote Counter

The Vote Counter should determine the best way to receive votes (email, chat, or voting form) and communicate this decision to the meeting participants. Votes will not be anonymous through

these methods of communication. Messages should be sent directly to the Vote Counter and not to the general chat for everyone to see.

You can also create an online voting form using free services from Google, Microsoft, Baidu, or any other provider that will work for your club. You can even use ElectionBuddy or Election Runner to set up free voting for Best Speaker, Best Table Topics, Best Evaluation, and any other awards your club hands out.

Table Topicsmaster

The Table Topicsmaster should decide and inform members on how the volunteer process will work. Options include having the volunteers raise their hands, unmute their mics, or utilize the chat feature.

Meetings

17 March 2020

Meeting #1300

Yes, the meeting was on last Tuesday with a few members being present.

John has presented his speech about his leadership experience as a coach of St George club. John is doing his final steps towards DTM status. Well done!!! 👍

We also talked a lot about various kinds of phobias 🧐 during Table Topics session organised by Jill!

The winners for the meeting 🏆:

Best Speech: Elena S.

Best Evaluation: Arthur (from Menai TM club)

Best Assignment: Jill B.

Best Supporting assignment: Kathy T.

Best TableTopics: Brian H.

Well done!!!



31 March 2020

Meeting #1301 - online

Our first online meeting went well! Thank you, everyone, for joining! 🙌

It is up to us members to keep the meeting going even in this challenging situation. 🧠 🧑 🧑 🧑



14 April 2020

Meeting #1302 - online

Our second online meeting. We are getting more confident and getting used to Zoom. Anna presented the first manual speech online. Great beginning!



The winners of the meeting:
online polling under development



INTEGRITY RESPECT SERVICE EXCELLENCE

Miranda Toastmasters club

We meet online (temporary)

We are learning how to be a better presenter and participant at the online meetings.

One of the highlights from this meeting:

Look at your camera when you speak!

It is tempting to look at the screen with the images of all the friendly people but to have an 'eye' contact we need to look to the camera.

28 April 2020

Meeting #1303 - online

We had our third online meeting with two prepared speeches! 🗣️
Next meeting is the Club executive election!
It is time to raise your hand if you want to be in the executive team for the next year. 👍



The winners of the meeting:
online polling under development



INTEGRITY RESPECT SERVICE EXCELLENCE

Miranda Toastmasters club

We meet online (temporary)

We are learning how to be a better presenter and participant at the online meetings.

One of the highlights from this meeting:

You can be an active listener even on mute!

Use your facial expression, eye contact, head movement and posture to support a speaker.



Zoom tips

zoom

Join the meeting: <https://zoom.us/>

Join a Meeting

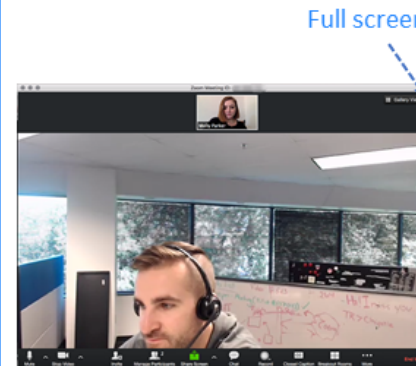
435 514 932

Join

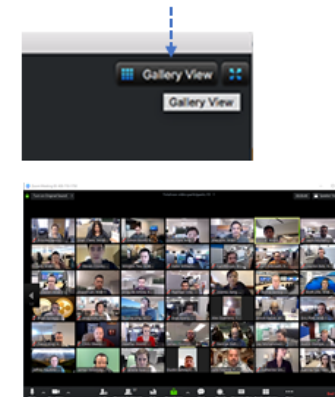
JOIN A MEETING

Download ZOOM prior to meeting or you will be prompted to download when you join.

Video layouts



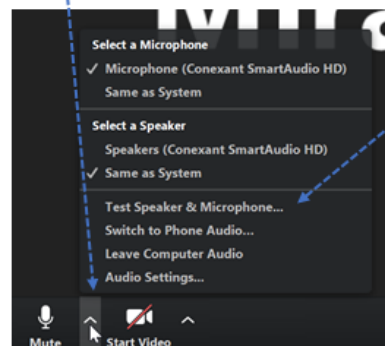
Gallery view



Audio and Video

Mute/unmute microphone

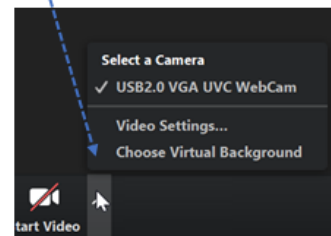
Audio settings



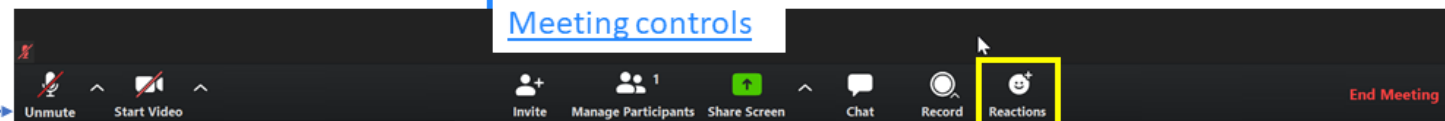
Test audio

Start/stop video

Change background



Meeting controls



View meeting participants

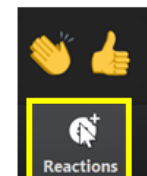
Share content from your laptop/mobile

Meeting chat: Chat with 1 or everyone

Record meeting on your computer or cloud. A cloud link will come after the meeting to the email.

Leave meeting

React to the meeting: applause or thumb up



Meeting #1300

On 17th March 2020, we had club meeting #1300. It is an achievement itself to have a TM club running so strong for so many years! We can remember this meeting as it was our last in-person meeting before we moved to an online format. John P. shared an article from his archives about club meeting #400. Guess when it was held?

TOAST TO 400 MEETINGS

MIRANDA Toastmasters have the gift of the gab. That's apparent from last month's proceedings where the Toastmasters held their 400th meeting.

Another thing's apparent. They have a lot of fun at Toastmaster's meetings. Just ask the State member for Miranda, Mr Bill Robb, who was a special guest at the June meeting.

Also in attendance was the Area Convenor 202, Bill Casey, who joined with Toastmasters members at a special dinner in Miranda Fair's Blythe Room on June 17.

Three members of the Club made after dinner speeches, including foundation president, John Masters.

The evening ended with dancing to the music of the Lee Porter Group.

Anyone wanting to join the fun at Miranda Toastmasters should contact the Club president, Ken Jones (522-4430).



ENJOYING last month's Miranda Toastmasters meeting, from left, Bill Casey, Gina Jones, Ken Jones, Bill Robb, Elizabeth Paterson and John Paterson.



The 400th meeting of Miranda Toastmasters Club was attended by area governor, Mr Bill Casey, left. Other special guests were from left, Mrs Gina Jones (president), Mr Ken Jones, Mr W. Robb, State MP (Lab, Miranda), Mrs Elizabeth Paterson and educational vice-president, Mr John Paterson.

Pathways

Paths – Part 2

The guidance below may help you to choose the right pathway for you. The other 5 paths were included in the previous issue.



Persuasive Influence

This path helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This path culminates in a “High Performance Leadership” project of your design.



Presentation Mastery

This path helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.



Strategic Relationships

This path helps you build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasized in each project. The path culminates in a project to apply your skills as a leader in a volunteer organization.



Team Collaboration

This path helps you build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills. This path culminates in a project focused on applying your leadership skills.



Visionary Communication

This path helps you build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development and launch of a long-term personal or professional vision.

Paths and Projects





Reach your personal and professional goals through Pathways, Toastmasters' education program. Build the real-world skills you're looking for with a user-friendly online learning experience you can customize to fit your needs.

Five Core Competencies



There are more than 300 unique sub-competencies in Pathways that build on the five above.

11 Specialized Learning Paths

After taking an online assessment, you will be guided to the ideal path, based on your current goals. There are at least 14 projects in each path.



Want to hear what members are saying? See back for testimonials.

www.toastmasters.org/Pathways

Club Awards and Winners

Congratulations to these members who have completed manuals and Pathways projects to achieve an award.

By completing these projects, these members have directly contributed to the Club meeting the Distinguished Club Program Award (DCP) awarded to Clubs for meeting a prescribed number of goals.

Date	Member	Award	Description
Apr-2020	Anna R	VC-2	Visionary Communication
Mar-2020	Jill B	PI-2	Persuasive Influence
Mar-2020	Paul S	ACS	Advanced Communicator Silver
Mar-2020	John P	LDEXC	Leadership Excellence
Mar-2020	John P	TC2	Triple Crown

Toastmaster of the Year 2019/2020 (As calculated in Mar-20)

NAME	POINTS
MARC S	119
MIKE S	106
JOHN P	99
KATHY T	92
ELENA S	92
GINA C	91
GEORGE E	82
JILL B	82
AURELIEN S	69
ANNA R	59
DEREK S	57



President's Distinguished club goals

We did it! 9 years in row 10 out of 10!

TOASTMASTERS INTERNATIONAL

Club Status
2019-2020

Month of March
As of 03/08/2020

00003554 Miranda Toastmasters Club

Club Alignment	Membership		Goals
Region 12	Base 32	To Date 36	Goals Met 10
District 70	Required 20		Distinguished 5
Division S	20 members or a net growth of 5 new members		Select Distinguished 7
Area 23	Chartered 12/01/1962		President's Distinguished 9

Goals to Achieve		Goal	To Date	Status
Education (A maximum of 6 will count toward DCP credit.)				
1	Competent Communicator (CC) awards	2	0	2 CCs needed
2	More Competent Communicator (CC) awards	2	0	2 CCs needed
3	Advanced Communicator (ACB, ACS, ACG) awards	1	1	✓
4	More Advanced Communicator (ACB, ACS, ACG) awards	1	1	✓
5	Leadership Awards (CL, ALB, ALS) or Distinguished Toastmaster (DTM) awards	1	1	✓
6	More CL, ALB, ALS, or DTM awards	1	1	✓
P1	Level 1 awards	4	1	3 Level 1s needed
P2	Level 2 awards	2	1	1 Level 2 needed
P3	More Level 2 awards	2	0	2 Level 2s needed
P4	Level 3 awards	2	2	✓
P5	Level 4 awards	1	1	✓
P6	Level 5 awards	1	0	1 Level 5 needed
Membership				
7	New members	4	4	✓
8	More new members	4	4	✓
Training				
9	Club officers trained June-August	4	5	✓
	Club officers trained November-February	4	4	
Administration				
10	Membership-renewal dues on time	Y	1	✓
	Club officer list on time	Y	1	

Other news

Area 23 SPEAKATHON

Date: Saturday 23 May 2020

Time: 2.00 - 3.30

Where: Zoom meeting (details to be provided)

Who: Members of all clubs in the area invited

Host : Matthew Derbridge VPE Helensburg & District Toastmasters

RSVP with your speech title and manual details to John Paterson Area 23 Director (patcon4@me.com)

Zoom in and get a manual speech done before 30 June.
All speakers will get a verbal and written evaluation.

Further Reading

Rather than do more reading now use the unique opportunity to join other clubs online.

Facebook groups to join:

<https://www.facebook.com/groups/ToastmastersInternationalMembers/>

Many clubs from around the world invite other toastmasters to join their online meeting. Use this unique opportunity to participate in club meetings from another part of the world.

<https://www.facebook.com/groups/ToastmastersDistrict70/>

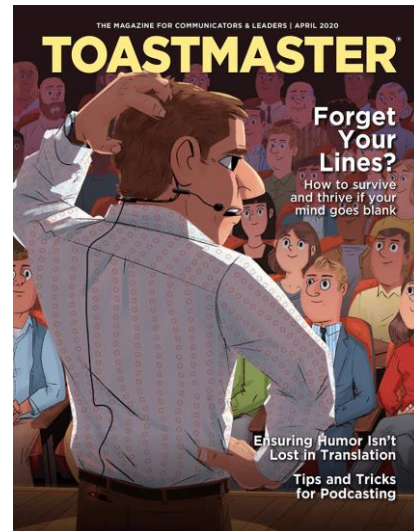
News from District 70 is published here.

Promote your club online:

"Graham Cairns Global Trainers Online PR Strategies training module gallery"

https://youtu.be/R1sH_37u_oQ

By Graham Cairns



The latest issue is available online:

<https://www.toastmasters.org/magazine>



What's on

May

- 12 May Club meeting – club executive election
26 May Club meeting

June

- 9 June Club meeting
23 June Club meeting – changeover dinner

Visit: www.miranda-toastmasters.org.au/whats-on/

Next Speechcraft Course

Next 8-week public speaking course starts in TBD

To register contact:

Contact Mike Smith

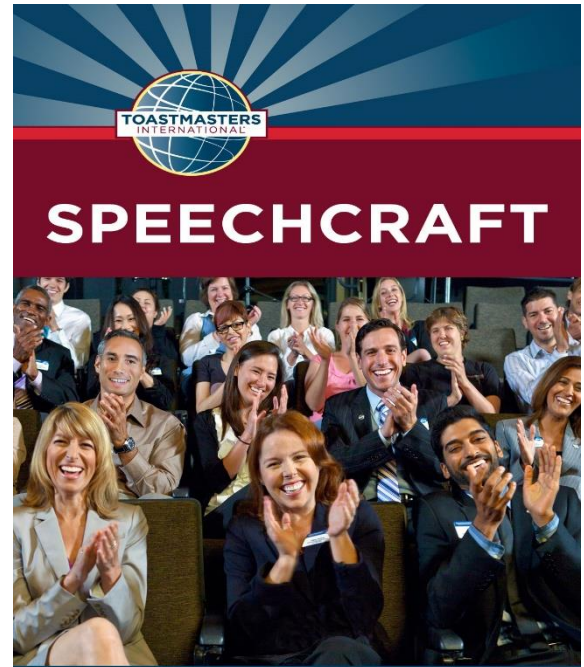
M: 0411 173 290

E: <mailto:speechcraft@miranda-toastmasters.org.au>

To register: [Download Rego form](#)

CLUB MISSION

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.



SPEECHCRAFT

- Build confidence
- Grow as a leader
- Improve communication & public speaking skills
- Overcome fears
- Improve career potential
- Think on your feet

In 8 weeks become a confident public speaker in a friendly, supportive atmosphere

Find us

Web: www.miranda-toastmasters.org.au/

Facebook: Search for Miranda Toastmasters Club
www.facebook.com/Miranda-Toastmasters-Club-113871933658

Calendar: www.miranda-toastmasters.org.au/whats-on

LinkedIn:

<https://www.linkedin.com/groups/13771488/>

Newsletter contact: Elena Shulyak
vprr@miranda-toastmasters.org.au