



WHERE LEADERS
ARE MADE

SPEAK UP

From the President

Hello members, and Happy New Year! Our first meeting this year was a cracker, with 24 people including 4 guests.

Please remember that the next meeting is our **International and Evaluation Contest**. This is a very important contest for a number of reasons, and one that everyone should be thinking about entering.

The main reason is that there's no better way to get some momentum than having a deadline to work towards.

Many of you may have New Years' resolutions related to improving your communication skills or your confidence when speaking in front of others. I'll share a 'top tip' with you. But first, let me ask you a question:

In January, the Australian Open Tennis Championship was held.

Over the course of a few weeks, some of the world's best Tennis players assembled to complete, while possibly HUNDREDS OF THOUSANDS of people watched them play.

Here's the question: How many of those thousands of spectators became better tennis players simply by watching someone else play tennis?

See where I'm going here? 😊

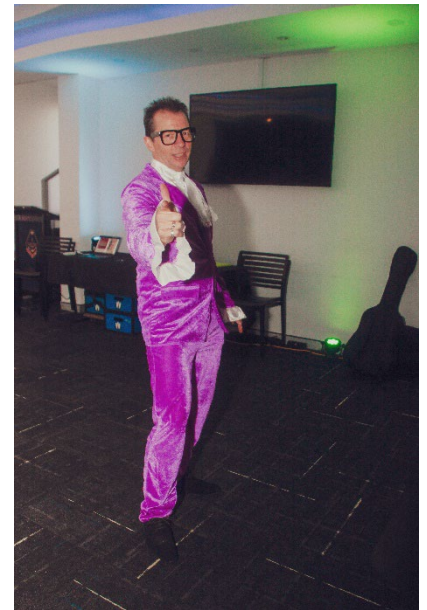
My 'public speaking top tip' is that you only get better by doing the thing you want to get better at.

So, I encourage you to use the contest as a prompt to write and deliver a speech!

Additionally, I encourage you to enter the evaluation contest as well. Miranda has always had a high standard of evaluators, and

again, this comes from actually doing evaluations.

Mike Smith
President
Miranda Toastmasters



Limber up for the International Speech contest



To prepare for the International Speech Contest, remember the structure that Mike provided last meeting. It's not the only structure that you can use, but it's good if

you don't have anything else.

Here's the recipe again:

1. Think of an important lesson that you've learned.
2. Who did you learn it from?
3. What was life like for you before you learned the lesson?
4. How did things improve for you after you internalised the lesson?

Then the speech is simply the unfolding of that story:

- Tell us about the struggle you were having before (the audience relates to struggle)
- Tell us about the person who taught you the lesson, and the conversation when they gave it you.
- Tell us about how you may have struggled to apply or learn the lesson, or change habits etc. The audience will want to know how you overcame your struggle.

- Sum up the lesson for the audience, so if they are having the same kind of struggle they have something to take away from your speech. What's the moral to the story?
- Consider opening or closing with a relevant quote.

What do you need to know to prepare and present your best material?

Contestants present a five to seven minute speech on any subject they choose.

Contestants must create their own speeches and the contest must be substantially original. A maximum of twenty-five percent of the speech may be devoted to quoting, paraphrasing or referencing another person's content. And if others are quoted, then the referenced content must be identified during the speech. Props may be used.

Judging criteria

Contest judges assess each speech according to a strict criteria. Judges will score a speech out of a possible 100 points based on three main elements.

To help you prepare, we've provided the value of each element:

1. Content - Value = 50%
 - a) Speech Development: Structure, organisation, support material
 - b) Effectiveness: Achievement of purpose, interest, reception
 - c) Speech Value: Ideas, logic, original thought
2. Delivery - Value = 30%
 - a) Physical: Appearance, body language, speaking area
 - b) Voice: Flexibility, volume
 - c) Manner: Directness, Assurance, Enthusiasm
3. Language - Value = 20%
 - a) Appropriateness: To speech purpose and audience

- b) Correctness: Grammar, pronunciation, word selection

Timing: The length of the Speech for the contest is 5 to 7 minutes.

Contestants will be disqualified if the Speech is less than 4 minutes 30 seconds or more than 7 minutes 30 seconds. So, it's critical to stay within time.

Contestant eligibility

To be eligible to participate in any contest, a Contestant must be a paid member of the Club and have completed at least six speech projects in the Competent Communication manual or have earned a Certificate of Completion in Levels 1 and 2 of any path in Toastmasters Pathways.

So go on, give it go! You may surprise yourself!

How to deliver a winning evaluation: learn from an expert

Our President Mike Smith has been honing his evaluation skills over many years. He has competed at many Club, Area, Division and District Evaluation contests and he achieved third place at the District competition in 2016, against the best evaluators in the state. Mike has kindly shared his evaluation template – it can be found in the member area of the [Miranda Toastmasters website](#) which is a useful aid for evaluating speeches.

Having years of evaluation experience, Mike has created a template that can be used for every speech evaluation. It's a simple and effective layout that will help you organise your thoughts and observations.

An evaluation should be approached like a speech and organised as one, with an opening, body and conclusion.



Why do we evaluate?

Evaluations are one of the major components of the Toastmasters program. As Toastmasters, we evaluate most things and we've even made a competition out of it.

Evaluations help members learn and grow their public speaking skills.

It's more than just the speaker who benefits from an evaluation. We all learn from watching and listening to others' evaluations and we learn a great deal by giving an evaluation.

An evaluation is about observing and appreciating the speaker and

his or her speech. An evaluation can help boost a speaker's confidence and it is a skill that we can all learn and improve through participation.

Information provided in an evaluation allows the speaker to better understand how he or she is being perceived by the audience. The evaluator tells the speaker what he or she observed,

not by finding fault, but by providing constructive feedback, typically using the commend, commend, recommend and commend method.

It is important to note - you can't take printed templates into contests, but you can re-create the layout on the blank page provided.

Meeting roles explained

At each meeting, Members participate by performing various roles to ensure the smooth running of the meeting, while honing their public speaking skills.

To help members better understand the requirements of each role, the Miranda Toastmasters Assignment Guide was created. This guide is an essential tool for all members, and in particular new members, to help them prepare for their assigned meeting roles.

There are four major assignments and eight secondary assignments on the Miranda Toastmasters meeting agenda.

The major assignments are Chairman, Table Topics Master, Toastmaster and Master Evaluator. The agenda is controlled by the members carrying out these major roles.

Here is an abbreviated description of some of the meeting assignments.

Chairman: The Chairman controls and sets the tone of the meeting.

Chairing a meeting is an important and sometimes challenging task.

The Chairman, with the aid of a 'run sheet', ensures the meeting agenda is followed and introduces the members undertaking meeting roles. The Chairman announces when it's time to have a break after the first session and formally closes the meeting at the end of the meeting.



Invocation: The invocation is to invoke Toastmasters into some form of action or thought. It can take the form of a short prayer or an inspirational message that will motivate those present. The Invocation should be between one to two minutes.

Loyal and Second Toast: There are two parts of the Toast; the

Loyal Toast, followed by the Second (or general) Toast.

The Loyal Toast is always to Australia. The subject of Second Toast is at the discretion of the member.

The member delivering the Toast ensures all glasses are filled and invites everyone to stand. The Loyal Toast is delivered, followed by the Second Toast.

Immediately nominate the subject of the Toast, deliver a short preamble with two or three points supporting the worthiness of your subject, pause, encourage



the audience to follow you by saying something like, "please raise your glasses" as you raise your glass high. Pause, repeat the subject of your Toast and take a drink from your glass. When the



audience has finished taking a drink, ask the audience to sit.

Welcome to guests: This is an opportunity to formally welcome guests to the Toastmasters meeting. The Toastmaster performing this role will provide an overview of why guests are important to Toastmasters, what the guest is likely to hear and see during the meeting and most importantly ensure that the guest enjoys the evening.

Table Topic Master: The role of Table Topics Master is a major

assignment in the meeting. The Table Topic Master presents the Table Topics session for the evening.

Table Topics provides an opportunity to practice impromptu speaking and 'thinking on your feet', which we each use every day.

The Table Topics Master will give a brief overview of what to expect in the session and explain that guests are welcome to participate. A topic will be announced and then a

Toastmaster will be nominated to speak to the topic. Table topics are designed to promote better listening, better thinking and better impromptu speaking.

The time allocated for the response is 60 seconds.

Find the complete Assignment Guide on the Members page of the [Miranda Toastmasters website](http://www.miranda-toastmasters.org.au).

We hope you have enjoyed this edition of SPEAK UP. Please provide feedback via the contact details below. If there is any topic you would like covered in the next edition, please get in touch.