



Goddard Toastmasters, Club 3496  
<http://toastmasters.gsfc.nasa.gov/>  
 Area 42, Division D, District 36  
[www.district36.org](http://www.district36.org)  
[www.toastmasters.org](http://www.toastmasters.org)



**AGENDA 11:30 AM - Building 28, E210 May 23, 2012**

11:30 AM	Call to Order	<b>Nick Collins</b>
11:30 AM	Welcome & Business Meeting	<b>Ron Jones</b>
11:40 AM	Toastmaster of the Day (update roles)	<b>Terry Kucera</b>
11:45 AM	Word of the Day	<b>Terry Kucera</b>
11:47 AM	Thought of the Day	<b>Terry Kucera</b>

**11:50 AM PREPARED SPEECHES**

**Amy Forinash “Life with Horses”**  
**Project 5: Your Body Speaks.**

- 1) Use stance, movement, gestures, facial expressions, and eye contact to express your message and achieve your speech’s purpose.
  - 2) Make your body language smooth and natural.
  - 3) Focus on methods of delivery, but do not overlook speech content.
- Time: 5 – 7 minutes (5 green; 6 yellow; 7 red)*

**Marilyn Mack “Keeping the Commitment”**  
**The Successful Club Series**

- 1) Motivate members to strive for achievement so that our Club is successful.
  - 2) Be expressive.
  - 3) Avoid using notes.
  - 4) Use all of the presentation skills you've learned as a Toastmaster, including vocal variety and gestures.
- Time: 14-16 minutes (14 green; 15 yellow; 16 red)*

→ *Vote for most effective speaker (speaker who met their objectives)*

<b>12:15 PM</b>	<b>Table Topics</b>	<b>Tim McClanahan</b>
	Time: 1-2 minutes per speaker (green 1:00; yellow 1:30; red 2:00) <i>ID old hardware items</i>	
	Participants: Nick, Amy, Corwin, Terry, Jeff	

→ *Vote for Best Table Topic Speaker*

<b>12:30 PM</b>	<b>General Evaluator</b>	<b>Esther Woodward</b>
	<b>Evaluations:</b> Time: 2 – 3 minutes (green: 2:00; yellow: 2:30; red: 3:00)	
	<b>Ron Jones</b> evaluates Amy’s speech	

→ *Vote for most effective evaluator*

Grammarian	<b>Nick Collins</b>
Whisker Counter	<b>Nick Collins</b>
Timer	<b>Corwin Olsen</b>
Ballot Counter	<b>Jeff ?</b>
<b>TT winner - Terry</b>	
<b>Conclusion</b>	<b>Ron Jones</b>
10 attendees – 7 members, 3 guests	

## Speech Objectives (Basic Manual)

- 1. The Icebreaker** (Time: 4-6 minutes)  
Objectives: To begin speaking before an audience, to help you understand what areas require particular emphasis in your speaking development and to introduce yourself to your club members.
- 2. Organize Your Speech** (Time: 5-7 minutes)  
Objectives: To select an appropriate outline which allows listeners to easily follow and understand you, using supporting material and transitioning from one idea to the next appropriately. Use a strong opening and conclusion.
- 3. Get to the Point** (Time: 5-7 minutes)  
Objectives: To prepare a speech that has a clear general purpose (to inform, persuade, entertain or inspire) and a specific purpose, well organized, projecting sincerity and conviction.
- 4. How To Say It** (Time: 5-7 minutes)  
Objectives: To use words and arrangements of words that effectively communicate your message, making sure it is clear, accurate, and descriptive. Use of simple words and correct grammar, with a clear purpose and be well organized.
- 5. Your Body Speaks** (Time: 5-7 minutes)  
Objectives: To use stance, movement, gestures, facial expressions and eye contact to express your message and make your body language smooth and natural.
- 6. Vocal Variety** (Time: 5-7 minutes)  
Objectives: To explore the use of voice volume, pitch, rate, and quality as assets to your speaking, and to achieve a pleasing, natural voice quality when speaking
- 7. Research Your Topic** (Time: 5-7 minutes)  
Objectives: To collect information about your chosen topic from a variety of sources, and to support your points and opinions with specific facts, examples and illustrations..
- 8. Get Comfortable with Visual Aids** (Time: 5-7 minutes)  
Objectives: To learn the value of props in speaking, and learn how to use props and visual aids effectively in your presentations.
- 9. Persuade with Power** (Time: 5-7 minutes)  
Objectives: To present a talk that persuades the audience to accept your proposal or viewpoint. You'll need to achieve this persuasive effect by appealing to the audience's self-interest, building a logical foundation for agreement, and arousing emotional commitment to your cause.
- 10. Inspire Your Audience** (Time: 8-10 minutes)  
Objectives: Your final project is to understand the mood and feelings of your audience on a particular occasion, and to put those feelings into words to inspire the audience, using all the techniques you have learned so far.