



# Speak Up!

GILBERT TOASTMASTERS #499 November 2011

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From the Prez: As Toastmasters we are learning not only how to speak but also leadership skills and qualities that can be used in all endeavors in our life. Responsibility and working together as a team are very important leadership skills.

When we know that there are going to be reasons that we can't be at Toastmasters we should communicate as far in advance as we can to the VPE. Sometimes in work and in life 'something comes up.' Whether it is sickness, an unexpected out-of-town trip or business issue if you know you have a role at Toastmasters it is important to find a replacement. Again, let everyone know as soon as possible.

Try to locate a replacement. I appreciate those who are willing to step up and volunteer. This is a volunteer organization and I believe this shows great leadership. Thanks also to those who prepare speeches in advance and can step in to keep our club a quality club. We are nearing the middle of the Toastmaster year (can you believe it?) and it is time to assess where we are in accomplishing our personal goals. Please speak to your mentor, Shanda or I to discuss your goals and aspirations. We are here to help each other achieve their goals.

Sue Lucy

## Special note Toastmasters:

The Toastmasters Learning Institute TLI is coming up. All our officers always go. But, you do not need to be an officer to attend. It is a wonderful opportunity to get to know the programs in the big picture. And as Toastmasters becomes a great way to advance your self and your career, becoming involved in the big picture (Divisions and State etc and their functions) takes you even farther. Sign UP!

New Officers Coming On Board Soon. Ask questions, learn from the old, learn from the new! THINK what you may want to do to serve in the future.

**Mackay's Moral:** *The best way to sound like you know what you're talking about is to know what you're talking about.*

### Joke

**Eager job applicant: “Sir, I read in the newspaper that a member of your staff died. I wonder if I might take his place?” Employer: “Well, it’s all right with me if it’s all right with the undertaker.”**

Thought:s:

The actions of men are the best interpreters of their thoughts.

A man’s action is only a picture book of his creed.  
Emerson

Locke

### MONTH AHEAD

**PARTY, PARTY, PARTY,  
And JIM LOVES TO EAT!** And what will you bring for the fun, fun, funny auction? And most of all bring the family. Everyone gets to take part! And a favorite dish to share! Great Food!

### TLI Conference Schedule

Here are the dates and locations so clubs can begin their planning. Attend early and often!

1. Sat, Dec 3<sup>rd</sup>, 8 am to 12 noon, Pure Heart Fellowship, 14240 N. 43<sup>rd</sup> Ave, Glendale
2. Sat, Dec 10<sup>th</sup>, 8 am to 12 noon, UofA Biosciences Bldg, 1657 E. Helen Street, Tucson
3. Thurs, Jan 5<sup>th</sup>, 6 pm to 10 pm, Crown Plaza Hotel (I-17 & Peoria Ave), 2531 W. Peoria, Ave, Phoenix
4. Fri, Jan 13<sup>th</sup>, 6 pm to 10 pm, Horizon Learning Center, 16233 S. 48<sup>th</sup> St, Ahwatukee
5. Sat, Jan 14<sup>th</sup>, 8 am to 12 noon, Horizon Learning Center, 16233 S. 48<sup>th</sup> St, Ahwatukee

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Catch an article  
Read an article  
Share an article

## Tweaking your public speaking

By Harvey M

There are only two times in life when you're really alone -- just before you die and when you have to make a five-minute speech. Studies have found many people would rather die.

You may know Teddy Roosevelt's "Man in the Arena" speech. "The credit belongs to the man who is actually in the arena . . . His place shall never be with those cold and timid souls who neither know victory nor defeat."

Do leaders still sweat it out in the arena? You bet! At least that's the way I feel every time I make a speech -- and I make 30 to 40 speeches every year!

I have a very useful tool to make speech-making easier. It's called the **Mackay 35 to Stay Alive**. It's one of many handouts that are available free on my website, [www.harveymackay.com](http://www.harveymackay.com). Here are some of the most important points.

The most important are the first three:

1. Room size.
2. Room size.
3. Room size!

If 100 people are going to attend, the room should seat 75. If 500 people are expected, the room should hold 400. You want the excitement of a standing room only, bumper-to-bumper crowd. I could put the world's two best speakers in the wrong-size room, or in a room laid out the wrong way, and they would only rate a B.

READ ON IN YOUR EMAIL

Another hint: Set the podium back a few feet from the audience so you can walk in front of it. You want to create intimacy with the group at critical moments.

Let's say you are addressing a breakfast, lunch, or dinner audience. Ask your introducer to request politely that the people with their backs to the stage stand up and turn their chairs forward so they can see you better without distractions. And the rest of the audience doesn't have to deal with them bobbing and stretching throughout your talk.

Bring your toolkit: your speech, a ruler and masking tape -- in case the lip of the podium is not high enough to accommodate your papers . . . then build your own lip. Masking tape has another use too: to strap down any creaking door latches that might shut with a bang while you are talking. Your goal is to override noise-makers.

Introducers are critical. Always try to have a real pro introduce you. Be wary of someone who is a poor speaker being given the honor. The stage must be set.

Outside noise from the adjoining rooms and hallways is the #1 killer of meetings. Is another event being held in the rooms adjacent to your talk? If you can't hear a pin drop, you're in the wrong room. A quick phone call to the catering manager will help ensure total quiet.

Never, never, never end your program with a question and answer session. You cannot control the agenda or the quality of the questions. The fireworks of your topic can end with a fizzle. Start the Q&A five minutes before the end of your talk. Then transition from one of your answers to a dramatic close.

Debrief yourself within a couple hours of a speech. Take 10 minutes to write down what you could do better the next time. With so many unknowns, the amount to be learned is infinite. Try something new every time you speak and you'll never become stale

. Thank You Andrew for this article.