



# Speak Up!

Club #499 Area G5 Division Gila—District 3 October 2011

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## Note from Andrew:

Andrew emailed us as the Nominating committee chair: He is looking for officer candidates. It is a valuable position, a great opportunity to learn more about Toastmasters and also earn credit toward your Leadership Award.

### **Your responsibilities are your opportunities.**

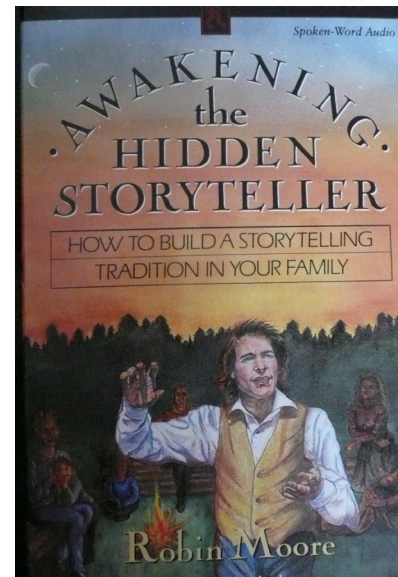
Serving as a district leader or club officer is a great responsibility and an exciting opportunity.

Your term of office will be filled with chances for you to:

- Obtain fresh perspectives
- Build teamwork skills
- Help clubs and members develop goals for improvement
- Serve as a facilitator to individual and club success
- Instill members and clubs with enthusiasm, fidelity and a sense of responsibility for themselves and others
- Learn to develop your capacity to translate values and strategies into productive actions

The tools and resources below will help you create strategies for success, answer burning questions and fulfill your duties – whether you're an experienced district leader or a novice

Note from Blair:  
Recently when giving the Storyteller speech I quoted Robin Moore whose tape I had listened to in preparation. It is Awakening the Hidden Storyteller. It is very good for elaborating and helping find your own storyteller self. I'd love to loan it to anyone interested: two tape series. Does anyone have tapeplayers anymore?



*The article to the left is from the Toastmasters international website. Along with our own website a good place to find information and learn.*

## Quote of the Month

Your work is going to fill a large part of your life....do great work,...love what you do. And if you haven't found it yet, keep looking.

Steve Jobs

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## MONTH AHEAD

Remember: Upcoming District conference: Prescott  
October 28-30

For info and to register go to [aztoastmasters.org](http://aztoastmasters.org)

### THOTS ON DUES:

With the upcoming increase in Toastmaster International dues I thought the executive committee might need a bit of information to help answer membership questions about comparative value.

When you are discussing the recent increase in Toastmaster International dues you might point out the comparison of what it will cost a member to take a 16 week (4-month) public speaking class at one of our local community colleges.

A three (3) hour class costs \$228 (\$76 x3) for four months which is about \$57 per month plus a textbook which will cost about \$100 or more.

Gilbert Toastmasters with the increase in International dues and local dues will be \$11.50 per month.

Thanks to Vince for this important info.

For profit public speaking companies such as Dale Carnegie the charge is much more.

Are you enjoying the Minutes from Chenoa, our Secretary. Don't they give you a chance to review the Topicmaster questions. "How would I have answered that question?" And even the Word of the Evening to help us remember!

### Officer Contacts

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## Sending Emails

1. Make sure your e-mail includes a courteous greeting and closing. Helps to make your e-mail not seem demanding or terse.
2. Address your contact with the appropriate level of formality and make sure you spelled their name correctly.
3. Spell check - emails with typos are simply not taken as seriously.
4. Read your email out loud to ensure the tone is that which you desire. Try to avoid relying on formatting for emphasis; rather choose the words that reflect your meaning instead. A few additions of the words "please" and "thank you" go a long way!
5. Be sure you are including all relevant details or information necessary to understand your request or point of view. Generalities can many times causing confusion and unnecessary back and forths.
6. Are you using proper sentence structure? First word capitalized with appropriate punctuation? Multiple instances of !!! or ??? are perceived as rude or condescending.
7. If your email is emotionally charged, walk away from the computer and wait to reply. Review the Sender's email again so that you are sure you are not reading anything into the email that simply isn't there.
8. If sending attachments, did you ask first when would be the best time to send? Did you check file size to make sure you don't fill the other side's inbox causing all subsequent e-mail to bounce?
9. Refrain from using the Reply to All feature to give your opinion to those who may not be interested. In most cases replying to the Sender alone is your best course of action.
10. Make one last check that the address or addresses in the To: field are those you wish to send your reply to.
11. Be sure your name is reflected properly in the From: field. Jane A. Doe (not jane, jane doe or JANE DOE).
12. Type in complete sentences. To type random phrases or cryptic thoughts does not lend to clear communication.
13. Never assume the intent of an email. If you are not sure -- ask so as to avoid unnecessary misunderstandings.
14. Just because someone doesn't ask for a response doesn't mean you ignore them. Always acknowledge emails from those you know in a timely manner.
15. Be sure the Subject: field accurately reflects the content of your email.
16. Don't hesitate to say thank you, how are you, or appreciate your help!
17. Keep emails brief and to the point. Save long conversations for the old fashioned telephone.
18. Always end your emails with "Thank you," "Sincerely," "Take it easy," "Best regards" - something!

THANKS, ANDREW , FOR THIS ARTICLE

### THE PAUSE vs THE AH

Did you catch the recent Toastmaster magazine opinion about the Pause? The writer thinks we should count pauses rather than Ahs. In place of an Ah (ie when you are lost for a word) you simply make a pause. That is the positive side of the process. Think it would work better than the click of the clicker that starks us when we do the forbidden Ah?