

Northwest Words

The Official Publication of Northwestern Toastmasters Club 2946/37
Meeting each first, third, and fifth Tuesday, 6:30 PM - Mayberry's, 50 Miller Street, Winston-Salem, NC
Volume 35, No. 09, Early November, 2008

On the web at www.nwtm.org

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See YOU
at our next Meeting



The Mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which each member has the opportunity to develop and practice communication and leadership skills, which in turn foster self-confidence and personal growth.

The Secretary's Report for October 21, 2008

by Evander Woo, Secretary



The meeting was started on time by President Craig Thrift who informed us that we would be working under the handicap of not having our club supplies, including the lectern. There were no

officers' reports. Marcia Barney that there would be an ICS class next Tuesday (October 28) and all ICS students will be speaking. Graduate members of ICS will provide the evaluations. All speeches will be taped.

Following a short recess, the meeting resumed. Craig introduced our Toastmaster for the evening, Lance Kull, DTM who used "Listening" as the theme for tonight's meeting. Lance, as always, waxed eloquent as he demonstrated the importance of connecting with your audience.

Our Wordmaster of the evening was Ed Vest who gave us the word "Prodigious" - a very prodigious word of the evening. Our time was Mark Perew and our vote counter was Jordan Smith.

Marcia Barney, DTM led the Table Topics Session with a theme of "Use of Humor." Marcia called on Rita, John, Joel and Butch with insightful questions. Mark Perew, as timer, informed us of the speakers times.

Our first prepared speaker of the evening was Princess Edwards who gave a speech from the Basic Manual. Her speech title was "Mood and Music." Princess showed us how music can and does affect our moods.

Our second prepared speaker was Barbie Morgan. Barbie's speech "Joy" was from the basic manual. In her speech, Barbie told us about the joy of helping others as she worked to help the survivors of hurricane Leo in Texas.

Our final prepared speaker was Pam Christopher, DTM. Pam spoke from the Speaking to Persuade manual as she persuaded the Iredell County Commissioners (us) to approve the Master Plan developed for the county.

After the timers report, Don Barnett, our General Evaluator took control of the meeting. As all good General Evaluators, Don pointed out the little details that will help us become better Toastmasters. Don then called on our evaluators for the prepared speakers.

- § Barbara Schanker evaluated Princess Edwards
- § Brian Davidson evaluated Barbie Morgan
- § Elaine Wiles evaluated Pam Christopher

Don then called on our timer, Mark Perew for the time used by each evaluator. Our Wordmaster, Ed Vest, gave us a prodigious report. Our grammarian, Jeff Walker, pointed out our grammatical shortcomings and almost created a panic, when he informed Marcia that she had actually used a filler "uh" in asking a Table Topics question.

After the Toastmaster wrap-up, Craig Thrift resumed control of the (virtual) lectern and awarded the first place ribbons to -

- ü Butch Barney for best Table Topics answer
- ü Barbie Morgan for best prepared speaker
- ü Brian Davidson for best evaluator.

Craig then called on our kind, congenial, loveable Joke Master for the evening, John Clark.

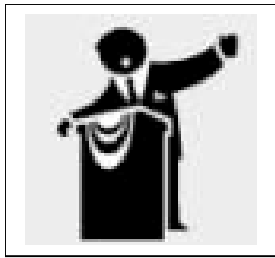
Other Club News

Congratulations to our President Craig Thrift. Craig gave speech number 10 at the October 28 ICS meeting and is now our newest CC (Competent Communicator.)

Message from the Editor

Included in this newsletter is the final handout from the Improved Communications Seminar. Even if you are an experienced speaker, there are some great tips. Heck, even your old editor learned a few things.

Don't forget to set your clocks back - otherwise you will arrive an hour early for Tuesday's meeting.



Using Visual Aids to Enhance Your Speech

The purpose of visual aids is to help your listeners better understand your message. Prepare your message, and then choose visual aids to achieve this purpose. Here are some ideas to stimulate your imagination:

Potential Visual Aids:

+Your Body and what you wear are the most readily available and most used - even when you don't intend to use them as a visual aid.

+ Objects such as sports equipment, tools, pictures, bottles, models, toys, books are great visual aids.

+Electronic equipment – Equipment for Power Point, overhead projectors, slide projectors, movies.....

+Charts, graphs, flip charts, poster boards, illustrations

Visibility - They are visual aids so be sure that everyone in your audience can see them easily.

Consider:

+Size of the object and size of your audience

+Location of the visual aid or screen if using projection equipment

+Be sure every member of your audience sees the visual at the same time. "Pass around" objects will be too soon for some and too late for others. If each person needs to touch an object, try to provide one for each person or invite them to check out the object after the speech.

Easy of understanding.

+Be sure that each visual is used when, and only when, appropriate to your words. Keep them from sight of your audience except when they are needed.

+Keep the number of words on a slide or individual chart to a minimum. No more than 7 words is a good "rule of thumb".

+Be aware of the impact of colors, the number of colors on a single slide or chart, and the emotional impact of certain colors such as red. Don't overwhelm your audience with color.

+Also avoid too much action or too many visual stimuli on a single slide, chart, or other illustration.

Speak to Your Audience:

+Keep your body addressed to your audience when using visual aids. Always avoid turning your back to your listeners.

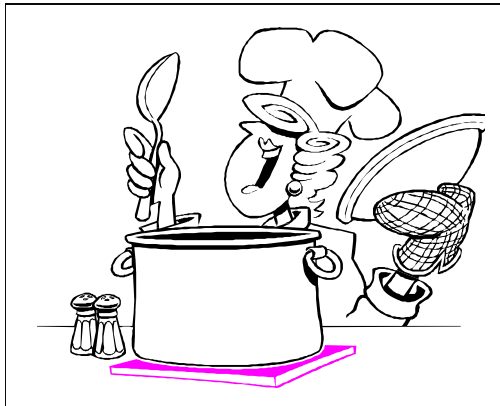
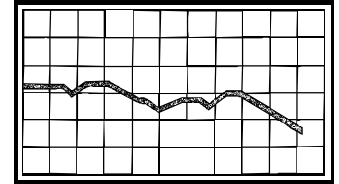
+Use gestures to draw your listeners' attention to your visual aid.

+Don't read the visual to your audience. The visual should enhance your words, not be your words.

+Your visuals should be prepared well in advance. When the audience is involved (making a list, for example) ask someone else to do the writing so that you can maintain visual contact with your listeners.

Know Thy Equipment and When to Use It:

+A laser pointer can be useful for pointing out specific aspects on a graph, chart, or slide. Use it and then loose it until you need it again. Overuse of a pointer can be a distraction.



+Practice with your equipment. Make sure you know how to use it and when to use it. Turn it off or otherwise mute it when it is not enhancing your words. Don't compete with your visuals for listeners' attention.

+If at all possible, bring your own equipment. At the very least get to the site early if you are using someone else's so you can become intimately familiar with it. If someone else will be running the equipment make sure you have your signals straight before your audience arrives.

Remember that visual aids are props that should enhance your listeners' ability to understand and retain your words. Using visuals effectively will require extra practice by the speaker. Practice with your visuals until your timing is impeccable. Perhaps visuals should be called "enhancers" as they add a sense to your presentation.

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## Some Thoughts from Mark Twain - -

1. I have never let my schooling interfere with my education.
2. Fiction is obliged to stick to possibilities. Truth isn't.
3. I am not one of those who in expressing opinions confine themselves to facts.
4. Facts are stubborn things, but statistics are more pliable.
5. Clothes make the man. Naked people have little or no influence in society.
6. Let us be thankful for the fools. But for them the rest of us could not succeed.
7. Always do right. This will gratify some people and astonish the rest.
8. The man who does not read good books has no advantage over the man who can't read them.
9. Wrinkles should merely indicate where smiles have been.
10. The only way to keep your health is to eat what you don't want, drink what you don't like, and do what you'd rather not.

