



WHERE LEADERS ARE MADE

TIC TALK TOASTMASTERS (Club #5711)

Guest Packet 2024-2025

Updated July 1, 2024

Our mission is to provide a mutually supportive and positive learning environment where every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

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When and Where

When: 1st and 3rd Tuesday of each month from 12-1 PM (Eastern)

Where: We meet online. Visit us virtually!

Below is the Zoom Meeting information:

<https://zoom.us/j/92580979492?pwd=Z21TZzA1TmRybUg0T3ZVMUtCRENvQT09>

Meeting ID: 925 8097 9492

Passcode: 6YtcGZ

Call in only option: +1 929-205-6099

Meeting ID: 925 8097 9492

Passcode: 759364

If you sign up for a meeting role, please be sure to test your online connection prior to the start of the meeting.

Welcome!

Dear Guest,

We are honored to welcome you to the TIC Talk Toastmasters club. We sincerely hope your visit to our club will be a pleasant experience.

The people you will meet at Toastmasters come from a variety of professions or businesses, social positions, and backgrounds. Some will be just beginning their careers, while others will already be established in their work. Some have been in Toastmasters for many years and are accomplished speakers, while others have just started out and are as nervous and inexperienced as you may feel you are. This diversity of backgrounds, interests, and speaking experience has proven to be one of the great advantages of Toastmasters membership. The only prerequisite is that you must be at least 18 years of age.

At this meeting, we will show you how we learn to express our thoughts, ideas, and opinions and develop our leadership potential through an enjoyable, yet thoroughly professional educational program. The best way to learn is by doing, and that's how Toastmasters works. We hope the enclosed information will help you understand Toastmasters and our TIC Talk Toastmaster Club. If you have any questions, feel free to ask anyone in the Club. We have enclosed some contact information. Any officer would be glad to give you more information or assist you in participating.

Please share this packet with someone else you think may be interested in our Club – they'll thank you for it!

Again, we are pleased you chose to visit TIC Talk Toastmasters. We invite you to relax and enjoy the experience of the Toastmasters Communication and Leadership program.

Sincerely,

Misty Bittle,
2024-2025 President
TIC Talk Toastmasters



What is Toastmasters?

TIC Talk Toastmasters applauds your interest in self-improvement. Toastmasters International is an organization devoted to helping people much like yourself, develop their leadership and communication skills. We do this by offering a proven plan to improve your speaking, listening, and leadership skills.

Toastmasters International has around 275,000 members in over 14,000 clubs in 149 countries around the world. While based in the Oak Ridge, Tennessee (USA) area, the TIC Talk Toastmasters club meets virtually, so there's no limit on your location!

Toastmasters is a fun way to build your speaking and presentation skills. Each meeting provides an opportunity to practice impromptu speaking and/or prepared speeches. Whether you're a seasoned pro or a nervous novice, you will gain valuable skills and insight. In addition to club meetings, there are many other learning events during the year. There are contests, seminars, and conferences each year to meet your communication and leadership needs. These events are great for networking and highlighting your new skills outside of the club. You can work on your speaking by completing projects and activities at a pace that meets your own needs. If you actively engage, you will be amazed at your progress!

Club Etiquette

In order to fully benefit from your first meeting, please follow these guidelines:

- Consider the environment where you will login. Are you in a private office/room? Or will you be able to wear a headset so that you are comfortable listening and speaking without disrupting others?
- We virtually applaud at the introduction of each speaker and again at the end of the speech by waving "happy hands". This is part of the nurturing environment that encourages personal participation.
- We transition speaking parts by referring to the individuals by name (i.e. "thank you, Nancy") or by meeting roles (i.e. "thank you, Mr. Toastmaster").
- [Optional] Speak in response to table topic questions. It is a wonderful opportunity to practice speaking with little preparation, but if you prefer, it is OK to decline.
- Ask questions of the members before and after the meeting.
- Share your reaction to the meeting and how our Club can help you achieve your goals.

You have taken an important first step towards improving your communication skills by asking about our program. We suggest the following next steps:

- Participate in our next meeting as a guest and consider joining so you have access to the educational materials that Pathways offers.
- Determine where you stand as a speaker and form a written plan for your areas of improvement (Pathways can help with that!).

We welcome your questions and your input.

Meeting Roles Explained

When you attend your first few meetings it will be helpful to know who is doing what:

- **Toastmaster:** The Toastmaster serves as the Master of Ceremonies for the meeting; leading the meeting and introducing the various participants and roles in accordance with the agenda.
- **Word Master:** A member presents a “Word of the Day” by sharing the selected word, giving a definition, and using it in a sentence. Audience members are challenged to try to use the word throughout the meeting.
- **Speakers:** Typically there are one or two speakers. Each person gives a prepared speech in response to their Pathways project. The speeches are usually 5 to 7 minutes, and have specific objectives as part of the project. Speech subjects are up to individual speaker interests.
- **Table Topics Master:** The Table Topics Master helps members (and willing guests) practice thinking and speaking on short notice. This also offers the opportunity for many more people to have a speaking role in our meeting than just the couple prepared speeches. The Table Topics Master selects topics of general interest and asks questions of members in the audience. We always begin with experienced members to model the process. Members and guests are encouraged to participate, but it is OK to decline to participate.
- **General Evaluator:** The General Evaluator provides constructive feedback on the meeting in general, and leads the evaluation portion of the meeting. This includes introducing the Speech Evaluators, Timer, and Ah-Counter/Grammarian.
- **Speech Evaluators:** The purpose of the Evaluator is to motivate the speaker to both continue speaking and to improve. The Evaluator utilizes an evaluation worksheet and provides verbal feedback in the meeting, followed up by written feedback to the speaker. This lets the speaker know what areas he/she has excelled in, and also offers a few constructive suggestions to help the speaker improve. Other meeting participants are also able to benefit from the evaluation.
- **Timer:** One of the purposes of Toastmasters is to practice good time management and ensure our members learn how to express their thoughts within a specific time. The timer tracks each speaker, evaluator, and Table Topics speaker (see the section on Timing), provides color coded progress for speaking durations, and records final times to reports to participants.
- **Ah-Counter/Grammarian:** This member listens closely to all speakers and reports on each participant’s grammar, counts of audible errors such as “ah”, “uh” and “and”, and usage of the word of the day.

Timing

All speaking roles are timed. The chart below will help you understand the timing of various roles.

In general, a green card or virtual background is used at the minimum time, the red is used at the maximum time, and the yellow comes halfway in between.

Speaking Role	Time	Green	Yellow	Red
Table Topics	1 to 2 minutes	1:00	1:30	2:00
Ice Breaker	4 to 6 minutes	4:00	5:00	6:00
Most Speeches	5 to 7 minutes	5:00	6:00	7:00
Specialty Speeches	Varies, usually 8 to 10 minutes	8:00	9:00	10:00
Speech Evaluation	2 to 3 minutes	2:00	2:30	3:00

Note that on all speaking assignments (other than Table Topics), you are given 30 seconds leeway in either direction before you are disqualified. Since Table Topics is so short, you are only given 30 seconds leeway on the maximum time limit.

Disqualification just means that the speaker is not eligible for the Best Table Topics/Best Evaluator/Best Speaker awards (if there is voting). The speech still counts toward the Pathway project!

TIC Talk Toastmasters Officers for 2024-2025:

- **President:** Misty Bittle
- **Vice-President Education:** Wendy Cain
- **Vice-President Membership:** Chase Joslin
- **Vice-President Public Relations:** Jessica Rozina
- **Secretary:** Nancy Hardin
- **Treasurer:** Tonia Robinson
- **Sergeant At Arms:** Tiffany Hearn

TIC Talk Toastmasters Contact Information:

- **Website:** <http://tictalk.toastmastersclubs.org>
- **Facebook:** <https://www.facebook.com/TICTalkToastmasters/>

Cost of Membership

Membership dues for TIC Talk Toastmasters are only \$70 for six months or \$140 annually.

- \$60 for six months (\$120 annually) are Toastmasters International dues
- \$10 for six months (\$20 annually) are local Club dues

Many employers pay or reimburse Toastmasters dues expenses as professional development!

We collect dues in the month of March for the period of April to September and again in September for the period of October to March. When joining between these periods, the Toastmasters International dues are pro-rated.

Toastmasters International also assesses a New Member Fee of \$20. This does not apply to members transferring from other clubs.

Dues can be paid by cash, check (made out to "TIC Talk Toastmasters"), Venmo, or Credit Card (Toastmasters International portion only).

New Member Experience

Every journey has a destination. Your journey through Toastmasters - from delivering speeches to acquiring leadership skills to mentoring others or becoming a poised and capable speaker - will lead to a place of experience and confidence from which you'll turn goals into realities.

And you won't be alone! Along the way, you'll become a part of a supportive group of people who share the common desire to improve communication and leadership skills through practice, peer feedback and objective evaluation.

You'll also become part of a worldwide organization dedicated to supporting members and constantly improving the Toastmasters experience.

We hope you've enjoyed learning about TIC Talk Toastmasters and will consider becoming a member of our club. Once you complete the Membership application and dues payment, you will receive an email to kick off your membership.

Within two weeks of joining Toastmasters, you will receive a New Member Welcome Email from Toastmasters International Headquarters. If you do not receive this email within two weeks of joining, please inform the VP of Membership or the Club President. The New Member Welcome email contains valuable information about how to log into your account at www.toastmasters.org and how to start your Pathways Assessment.



TOASTMASTERS **PATHWAYS**

— learning experience —

Toastmasters Pathways learning experience is an interactive and flexible education program created to help you strengthen your communication and leadership skills as you grow toward personal and professional success - all while having fun and helping others in your club develop their skills! Pathways provides:

- The opportunity to build more than 300 unique skill set competencies
- 11 specialized learning paths to choose from
- Online content, so that you can learn anytime, anywhere
- Real-world, transferable skills
- Content that is available in Arabic, English, French, German, Japanese, Portuguese, Simplified Chinese, Spanish and Traditional Chinese (select paths are available in Korean and Tamil)

Upon becoming a Toastmasters member, your membership fee includes the educational material for your first Pathway

There is a short assessment that will recommend three Pathways based on your interests and goals. However, you can select any of these eleven Pathways:

1. Dynamic Leadership
2. Effective Coaching
3. Engaging Humor
4. Innovative Planning
5. Leadership Development
6. Motivational Strategies
7. Persuasive Influence
8. Presentation Mastery
9. Strategic Relationships
10. Team Collaboration
11. Visionary Communication