



The Newsletter of the Coastmasters

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Learn to communicate effectively by improving your speaking skills in a friendly environment

Volume 2, Issue 1

Coastmaster's Club # 658057
District 45 Area 14

March 3, 2005

Here's To You!

Developing Self-Confidence

Submitted by: June B. Parent, SVP, Retail Sales Manager

Congratulations and hats off to all the Stakeholders that participate in our own Coastmasters Toastmasters. As an observer at Coastmaster meetings, I continue to be impressed by the development of this powerful skill – speaking in public. The ability to speak in a clear and effective manner in front of large groups of people is crucial to the personal and professional success of an individual in any line of work. But, it is my belief that the greatest result of this activity is the development of self-confidence. To have to present an impromptu speech with little to no time to prepare is frightening. Yet, every other week these courageous members put themselves in that position and they do it and they do it extremely well. If they can do that – they can do anything!

At our recent Annual Stakeholder Appreciation Event, the announcements and recognition speeches were all completed by Coastmaster members. I have to say that each and every one of the speakers did a fabulous job. This can only be attributed to the bi-weekly meetings in which these dedicated members spend one hour overcoming that fear of public speaking, which in turn leads to increased self-confidence and leadership skills that is evident in all their other activities.



In watching these dedicated Stakeholders, it becomes clearly apparent, that in reality it is not about just giving a speech. It is truly about developing that self-confidence that we all have inside ourselves and to make use of that confidence in order to grow personally and professionally and to help others be successful.

Letter from the President...

Submitted by: Lee Ann Szelog

Are you looking for ways to express yourself better? Are you looking for the tools and skills to help enhance your communications? From one-on-one discussions with friends and family to presentations to groups of 2 or more, Coastmasters can help provide you the skills and practice to enhance how you present and express yourself.

Coastmasters is perfect for everyone, regardless of your experience level. Members are all on the same playing field at meetings, encouraging and learning from one another. It's a safe environment where members can try new skills, get immediate feedback, earn recognition and best of all, enhance their communications' skills.

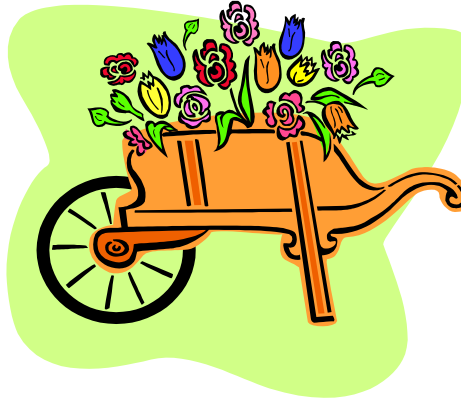
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Join us for a meeting! Every other Thursday, noon to 1:00 in the Stakeholder Room! Bring your lunch!

Letter From President Cont.

(Continued from page 1)

Each day, every day, we communicate. Our communication can be key to the success we have in our work life and home life. As we learned in The Customer Program, the words we say only account for 7% of our message. The tone contributes 38% to the message and body language 55%. You can learn how to leverage your words,



tone and body language to maximize your communications at Coastmasters.

Please consider being our guest at an upcoming meeting to learn more.

Most sincerely,

Lee Ann Szelog

A Note From the Secretary

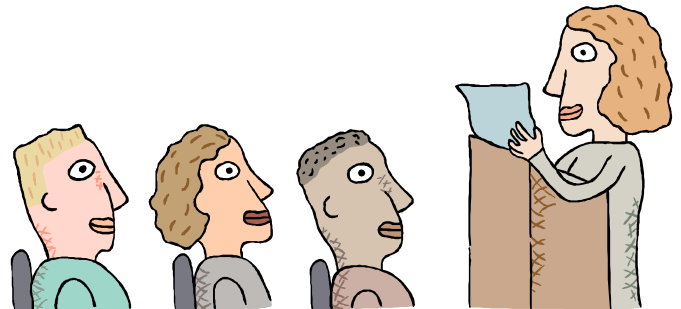
Submitted by: Diane Marion

The office of Secretary is critical to a Toastmasters Club. As Secretary, I am responsible for keeping clear and accurate records of Club business, including minutes of regular and officer meetings, membership records and correspondence with Toastmasters International's World Headquarters and others.

The office of Secretary has many responsibilities, yet it also holds many rewards. During the term, I have had the opportunity to develop and practice leadership skills that can be used in all areas of my life. As a member of the Executive Committee, I am part of an energetic and vibrant team that is responsible for making Coastmasters a dynamic and enjoyable experience for everyone.

I also have had the opportunity to attend Club Officer Training. These training sessions provide opportunities to review responsibilities, and discover helpful tips for fulfilling them.

As Secretary, I am a Club Leader! I influence and inspire Club members to learn, grow, and achieve. With Officer elections just around the corner, you can experience the thrill and sense of accomplishment when you observe others grow and achieve as a result of your efforts, should you be elected!



Coastmaster's Dues are Due

Submitted by: Heidi Vanorse

Every six months, dues are collected and submitted to Toastmaster's International. Dues are used to help provide program and speaking materials, create special speaking programs and more.



Our club dues for Coastmasters is \$23.00 every six months. Of that, \$18.00 goes to Toastmasters Inter-

national and the remaining \$5.00 goes to our Club fund to purchase award ribbons, needed materials, and to cover expenses for special celebrations.

Dues for the next six months are due by March 15, payable to Coastmasters. Please submit your dues to our Treasurer, Bernard Predham in Accounting.

Please contact Bernard Predham or Lee Ann Szelog with any questions you may have.

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Coastmasters' Award Winners

Submitted by: Diane Marion

Congratulations to our ever-growing list of award winners at our bi-weekly Coastmasters' Meetings!

The Master's Award:

Presented to the best Table Topics Leader or the Toastmaster of the meeting

Dec. 9—Heidi Vanorse
Dec. 23—Joanne Campbell
Jan. 6—Ann Filley
Jan. 20—Alli Goulet
Feb. 3—Heidi Vanorse
Feb. 17—Alli Goulet



Best Evaluator:

Presented to the best speech evaluator of the meeting

Dec. 9—Joe McOscar
Dec. 23—Lee Ann Szelog
Jan. 6—Dawn Christensen
Jan. 20—Jody Landrith
Feb. 3—Diane Marion
Feb. 17— N/A

Table Topics Winners:

Presented to the best Table Topics (impromptu) speaker of the meeting

Dec. 9—Laurie Bouchard
Dec. 23—Kathryn Staples
Jan. 6—Lori Crawford
Jan. 20—Jackie Rhoades
Feb. 3—Ann Filley
Feb. 17—Joe McOscar

Best Program Speaker:

Awarded to the speaker who best met their speech objectives

Dec. 9—Lee Ann Szelog
Dec. 23—Diane Marion
Jan. 6—Laurie Bouchard
Jan. 20—Heidi Vanorse
Feb. 3—Kathryn Staples
Feb. 17— N/A

Dress for Success—Tips to Avoid a Wardrobe Malfunction!

Submitted by: Heidi Vanorse

Do you remember the Super Bowl in 2004 when “Wardrobe Malfunction” became mainstream lingo? Make sure you don’t pull a Janet Jackson at your next speaking engagement by following these tips, written by Sheila Spencer, a DTM (Distinguished Toastmaster) from New York City.

1. **Never “save” a new outfit for an important presentation.** New clothing should have a “test run” so you can find out how it behaves during your full range of movement (including sitting and getting out of cars)

and whether it remains comfortable. This is especially true of shoes. Not only do new shoes carry the risk of temporary pain and blisters, but they often have synthetic soles that can slip on pavement, carpeting, or polished services.

2. **When buying a new suit or**

“Make sure you don’t pull a Janet Jackson at your next speaking engagement by following these tips.”

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Would You Like to Belong to a Distinguished Toastmasters Club?

Submitted by: Heidi Vanorse

If you answered yes to that question, then you can help make it happen!

In order to become a distinguished club, there are five goals that we must achieve - that’s it - only five! But, it must be done by June 30!

1. Four new members (By the way—we’ve already done this!)
2. Four more new members (No problem, we can do that!)
3. Minimum of four club officers trained during each of the two training periods (Check this one off—your Officers are all over it!)

4. One semiannual membership report and one club officer list submitted on time (Check this one off too—Diane, Bernard and Lee have this one covered!)
5. Two Competent Toastmasters (CTMs) - which means two members must have completed ten speeches (We are on track here too....several members have completed 4-5 speeches, and now that we know outside speeches can count as long as there is another Toastmaster present, we have this in the bag!)

Let’s go Coastmasters! How great would it be to be a Distinguished Club in our first year? We can do it!

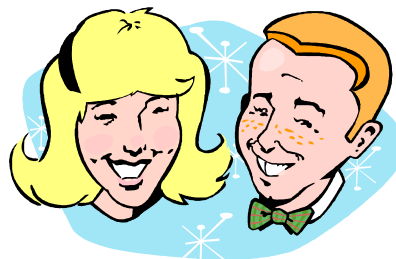
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- jacket, do not remove the basting which holds the jacket pockets closed.** Basted pockets retain their crisp shape and prevent us from unconsciously slipping hands inside during a speech. They also help us avoid accidentally carrying keys, loose change or a cell phone into the speaking area. These items create unattractive bulges in clothing during a presentation, not to mention their potential for making noise.
3. **Always confirm that you understand the dress code where you will be appearing.** While some occasions (i.e. weddings) tend to be formal and others do not, there are always exceptions. Clarify what you are expected to wear for your presentation.
 4. **If the event is especially important or will be filmed, find out as much as you can about the color(s) that will define the speaking area,** and what other key presenters will be wearing. Make sure your outfit does not clash with your background or compare unflatteringly with that of the other speakers.
 5. **Remember to schedule your haircut or any other cosmetic treatment in advance,** not on the day of the event. Select your outfit and all accessories the night before; if a major clothing item has not been worn for

more than a month, try it on to be sure it still fits well. Check again for any tears, stains, or loose buttons.

6. **Before leaving home, check your outfit under both natural and indoor light** to make sure your makeup, suit, jewelry and shoes complement each other under both types of illumination. A truly prepared speaker will also bring along a small emergency kit (i.e., a comb, makeup, safety pin, extra hose) and arrive early enough to do a final mirror check in the restroom before entering the presentation area.



The last check we perform is to make sure we are wearing a beautiful, confident smile.

What Does it Mean to be the Evaluator?

Submitted by: Heidi Vanorse

When you are an evaluator, you hold a very important role. The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. This requires that you be fully aware of the speaker's skill level, habits, and mannerisms, as well as their progress to date. As always, preparation is key.

Prior to the Meeting:

1. Review carefully the Effective Speech Evaluation manual which you received in your New Member Kit.
2. Talk with the speaker to find out what speech they are on. Review the goals of the speech and what the speaker hopes to accomplish.
3. Study the objectives of the speech as well as the evaluation guide.

When You Enter the Room:

1. Look for the speaker and get their manual.
2. Confer with the speaker one last time to see if they have any specific things to watch for during the talk.



During the Meeting:

1. Record your impressions of the speech in the manual along with your answers to the evaluation questions. Be as objective as possible. Remember that good evaluations may give new life to discouraged members and poor evaluations may dishearten member who tried their best. Remember to always leave the speaker with specific methods for improving.
2. Begin and end your evaluation with a note of encouragement or praise.
3. Praise a successful speech and specifically tell why it was successful. Don't allow the speaker to remain unaware of a valuable asset such as a smile, sense of humor, or good voice. Don't allow the speaker to remain ignorant of serious faults or mannerisms. If it is personal, write it, but don't mention it aloud.

After the Meeting:

1. Return the manual to the speaker. Add a verbal word of encouragement to the speaker, something that wasn't mentioned in the oral evaluation.