

Lawson THRILL Reader



Lawson Thrill Speakers - Toastmasters International

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Club 7507 District 6

January 2004



Newsorthy "Firsts" In December 2003

We had several firsts for some of our club members this month. Katie Vandendriessche experienced her first time as Toastmaster choosing the theme of: Peace. Manoj Prasad presented his first advanced speech project titled "Don't miss the Bus!" Joan Watson completed her first ATM-S with her speech titled "My Birthday".



Katie Vandendriessche as Toastmaster



President's Notes

Doug Petty

Fellow Toastmasters,

Welcome to the new year! As we begin 2004, this is a great time to look back and see what we have accomplished as a club during the previous year.

We are in our second full year as a club and have made several good strides toward earning the "Presidents Distinguished Club" award again. We have a strong contingent of members moving past the CTM level and

several progressing into their advanced speeches. Included are: Joan Watson, Gabrielle Hamen-Kiefer, Muniesh Khandelwal, Manoj Prasad, Mark Wilhelm and Sharon Miller. Those within striking distance of their CTM are: Steve Sheehan, Doug Petty, Adam Palmer and Sarah Haase. As the new year progresses, we will all have many speaking opportunities in addition to our regular meetings, with speech contests and "All Speech" meetings.

Notable accomplishments this year include Gabrielle (Elle) Hamen-Kieffer winning the area speech contest and competing admirably at the district level. We also launched our new newsletter the *Lawson Thrill Reader*, which you are currently enjoying, and our website continues to evolve and will bring us more recognition within Toastmasters and the community around us. Elle has also led a charge to organize an education committee that will help us develop curricula and meeting formats for the year to come.

Notables in December: Sarah Haase received the ROKS club award for completing her seventh speech. We had two guests during our weekly meeting on December 18th, Sandra Wakefield and Ed Ray.

Thank you all for a great 2003, let's work together to make 2004 another banner year.

Meeting Location Change January 22nd

Please take note! Our weekly meeting on January 22nd will **not** be held in the usual conference room (White Bear Lake). The meeting will be in the Hiawatha Conference Room - which is just down the hall next to the Lawson Café. Look for our club banner.

“ROLL TAPE!”



Videotaping To Begin

At long last everyone will have an opportunity to see themselves as others do. A somewhat scary thought! There can be nothing more intimidating, yet helpful, than to watch yourself delivering a speech. At first you only see your hairdo or your outfit or exclaim, “Is that *my* voice?”. But after you view it again, you can begin to focus on what you do well, areas to be improved upon, and even mannerisms of which you were not previously aware.

The January 8th “All Speech” meeting will be the first of many opportunities for you to have your speech taped and be able to review it at your leisure. Please note: the videotaping of the speeches is optional to each speaker and a separate tape will be provided to each individual to keep. Do take advantage of this wonderful opportunity to evaluate yourself and improve your public speaking skills.



VP Education Notes

Gabrielle Hamen-Kieffer

Looking >>> Forward and Looking Backward <<<

I can't believe 2003 has passed. What did we accomplish and what still needs to happen for our club in 2004?

From my perspective, we have made vast improvements in our weekly meetings. Some of it began when new officers were elected. The energy and excitement of each officer has greatly impacted the efficiency, learning and fun that we experience every week!

As the Club President, Doug Petty has kept us on track for achieving Distinguished Club for the second year. He also keeps a careful

eye on how we recognize every member to keep them encouraged, supported and growing.

As the VP of Membership, Kari McManus increased our membership early in 2003 with her membership drive competition. Her creativity and enthusiasm for this club is immeasurable. She is to be credited with the ROKS award acronym! (Recognition of Key Skills)

As the VP of Public Relations, Joan has gone beyond PR for our club and is our Toastmasters Area Governor as well. She began the *Lawson Thrill Reader* newsletter this fall and is preparing to enter it into a Toastmasters contest. By belonging to three clubs she has brought many ideas and great wisdom to our club, thus helping us flourish.

As the Secretary, Sharon Miller has the daunting task to keep up with the progress of each member, take notes at all meetings and continually improve and update the website. She works hard behind the scenes to ensure all communications are easily accessible by everyone. It's not easy, but she makes it look effortless.

As the Treasurer, Steve Sheehan quietly keeps our checkbook in check! He is also campaigning for sponsorship for our club with Lawson Software so our club can afford to do more for its membership. Steve is excellent at making sure we have inclusion in our club versus exclusion. This creates a great climate for our club.

As the Sergeant of Arms, Harlan Johnson has gone way beyond his call of duty. Not only does he set up the room so each of us feels welcome and ready to start the weekly meeting, but he has been printing the name cards and editing our club newsletter and probably a million other things that I'm not aware of!

As the VP of Education, I have formed an Education Committee and we will be
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(VP of Ed. Notes: Continued from Page 2)
 implementing their fabulous ideas in 2004.
 My focus is on adding education and value to

every meeting so that members won't want to miss any meetings - ever!

Thank you all for an outstanding year! I am looking forward to our future growth and learning within the club and in our careers!

Education Schedule 2004

The first meeting of every month will be either a Special Meeting (such as "All Speech) or contain an educational speech. Both types of meetings are meant to shake up our regular meetings and learn more about speaking and presenting. The following table is the 2004 Education Schedule.

Date	Type of Meeting	Toastmaster
January 8	All Speech Meeting (SP)	Elle Hamen-Kieffer
February 5	Levels of Toastmaster (E)	Sharon Miller
March 4	Mini-Speech Contest (SP)	Muniesh Khandelwal
April 1	Giving Evaluations (E)	Steve Sheehan
May 7	Multiple Evaluators to One Speaker (SP)	Sharon Miller
June 3	Body Language (E)	Katie Vandendriessche
July 1	Guest Speaker(s) (SP)	Mark Wilhelm
August 5	Common Mistakes(E)	Sharon Miller
September 2	Speaker's Challenge (SP)	Sarah Haase
October 7	Overcoming/Using Your Nervousness (E)	Elle Hamen-Kieffer
November 4	All Speech Meeting (SP)	Jeff Fishbach
December 2	Know Your Audience (E)	Sarah Haase

* SP = Special Meetings

* E = Education Meetings

If you have any questions, ideas or want to participate in these meetings, please contact Elle or the designated Toastmaster of the specific meeting. We would love your help and input.

QUOTE for the Month

A time comes when silence is betrayal.

Martin Luther King

Evaluate to Motivate

By Sharon Miller

Good evaluations require good listening and impromptu speaking skills. They also require responsibilities from both the speaker and the evaluator.

The speaker is responsible to help the evaluator prepare, clearly define the goals and objectives for the speech, listen to the evaluation, decide what to do with the evaluation and help the evaluator to improve.

The evaluator is responsible to review the speech evaluation guide in advance, use the evaluation guide, listen, take notes and observe, follow the logical structure of the speech, prepare and present the oral evaluation and listen the General Evaluator's report.

Key points to consider during your oral presentation:

- ◆ Provide an honest reaction in a constructive and useful manner
- ◆ Be sincere and supportive
- ◆ Mention what you reacted to in the speech
- ◆ Acknowledge the valuable attributes of the speaker: smile, sense of humor or voice
- ◆ Acknowledge that your reaction is subjective; it is your opinion
- ◆ Evaluate the presentation not the person
- ◆ Don't make a value judgment on the content
- ◆ Give feedback on how well it was presented
- ◆ Evaluate what you heard, saw and felt

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(Evaluate to Motivate: continued from Page 3)

- ◆ Speak directly to the speaker
- ◆ Avoid “white washing”

A successful evaluation can be summarized in 7 Key steps:

- ◆ Tell the audience what you are going to do
- ◆ State the purpose of the speech
- ◆ Present “3” strong points of the speech
- ◆ Give some suggestions for improvement
- ◆ Do not rehash the speech
- ◆ Stay within the evaluation time constraints (2-3 minutes)
- ◆ End with a summary
- ◆ For more information, access the following website:

<http://www.nosweatspeaking.com>

Toastmaster “T-i-p”

Great introductions not only help make the speaker feel more welcomed but set the stage for the speech as well. Think “TIP” and include the following three points in your introduction:

Topic

Introduction

Person

Lawson To Utilize Toastmasters Expertise'

Lawson Thrill Speakers club has an opportunity to assist Lawson with speech preparations and evaluations for the huge, annual, Lawson customer conference (CUE: Conference & User Exchange) to be held in Atlanta, GA in April 2004.

Here's our opportunity to gain exposure for our club and work on our evaluation skills as well.

1) Assist conference presenters by answering questions about overall speaking tips, and how to speak while using a PowerPoint presentation.

2) In March 2004, presenters will be doing a brief 10 minute "dress rehearsal" (opening, middle minute or two, conclusion) to prove they have presentation skills and know their material. Toastmasters volunteers would be needed to assist with these evaluations from a “speech delivery” perspective, not content.

3) While in Atlanta, any Thrill Speakers that are attending from Lawson, would conduct secret evaluations of several live presentations and report back to Lawson Marketing. The evaluations would be reviewed and forwarded to the presenter. This will assist Lawson to determine presenters for the future conferences.

WORD of the Month

Hearken: verb (Pronunciation: HAHR'-ken)

Definition: to pay attention; listen.

Example of usage: In Toastmasters we have the opportunity to hearken and in the process become better speakers.



Simon He introducing the “Word of the Day” at a recent meeting



Reading Corner

America Behind the Color Line

by *Henry Lewis Gates Jr.*

- Among the stirring voices included in the book are Colin Powell and Maya Angelou on reclaiming the south
- A book of reason and hard-won hope

Read any good books lately? Share the news in this newsletter!

Is it **Cold** in Here?

Creating the Best Club Climate

By **Gabrelle Hamen-Kieffer**

Tips on how to create a good club climate; one that is welcoming, full of learning opportunities and fun!

1. Set A Good Example

- ♦ Be prepared
- ♦ Arrive 5 minutes early
- ♦ Offer to help – set up the room, greet guests, fill in roles
- ♦ Volunteer for Committees
 - Education committee,
 - Membership committee
 - Speechcraft
- ♦ Be Supportive - Compliment and encourage fellow member, not only the speakers, but the Toastmaster, General Evaluator, Officers...

2. Welcome Guest

Part of the responsibilities of the VP of Membership and Sergeant of Arms is to be “official greeters”. However we need to wear the “greeter” hat no matter if they are here or not.

- ♦ Greet the guest

- ♦ Talk with them and learn about them:
Toastmaster: get the guest’s name, acknowledge them in the opening remarks have the guest introduce themselves with their name, company and how they found us. Ask them for closing remarks at the end of the meeting (if they want to speak)
- ♦ Invite them to join!

3. Show Members We Care

- ♦ Mentoring Program – volunteer to be a mentor or let the VP of Education know you want a mentor.
- ♦ Acknowledge continuing members – become aware of what each member’s goals are and check in with them from time to time. Recognize the milestones ROKS, CTM, ATM’s and DTM.
- ♦ Give excellent evaluations – Feedback is the best way to learn and grow.
 - Ask the speaker what they want to achieve with their speech – it may have nothing to do with the project
 - Know what the project objectives are
 - Keep in mind the level of the speaker – beginner, intermediate and expert
- ♦ Video Taping – we will be offering videotaping to those speakers who want to be taped at the January and November All Speech meetings and the March Mini Speech Contest.
 - Benefits are that you can see and hear what your audience sees and hears which gives you an opportunity to make some adjustments in your next speech
 - Great way to improve a speech you intend to give again, such as, for a contest or a business meeting

Calendar of Important Events

- Officer Training:
 - Jan 12th: Monday Minn Mutual - noon
 - Jan 28th: Wed St Paul City Hall - noon
 - Feb 11th: Wed Hartford Insurance – 6:30 pm
- February 21, 2004: TELI Darren LaCroix 2001 World Championship Speaker
- March 16, 2004: Area 15 Spring Speech Contest at MN Mutual

Check the district website for more training and registration information.



After the meeting impromptu gatherings

Attention Club members!

You too can contribute to the club newsletter. Any ideas for articles, questions or comments are welcomed. Contributions are encouraged for the February newsletter by January 23rd. Remember this is your newsletter.

??? Did you know ???

The following are a few tidbits to inform you about the basic principles of parliamentary procedure. If you have the opportunity to be the chairperson at a meeting, it is your business to see that the meeting is conducted fairly and impartially and that justice prevails.

The four fundamental principles include:

- Justice and courtesy for all
- Do only one thing at a time
- The majority rules
- The minority has a right to be heard

The four fundamentals of parliamentary law include:

- To facilitate action, not to obstruct it
- To enable the assembly to express its will
- To give every member a fair hearing
- To maintain order

Lawson Thrill Speakers Toastmasters Club 7507
 Meets every Thursday at 12:00 noon at:
 Lawson Commons
 Skyway Level
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Club website: <http://www.lawsonthrillspeakers.org>

District website: <http://www.d6tm.org>

International website: <http://www.toastmasters.org>

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