

# Boroondara Toastmasters Club

## When & where do you meet?

When: On the 1st & 3rd Thursday each month  
Time: 7.30pm – 10.00pm  
Where: Burwood Neighbourhood House at 1 Church Street,  
Burwood, 3125  
Guests: Please call or sms 0408008801 or email  
[Boroondara.toastmasters@gmail.com](mailto:Boroondara.toastmasters@gmail.com) to confirm  
attendance.

## How do I join?

After visiting our club, simply complete the Toastmasters  
Application Form and give it to one of our Club Officers with your  
payment.

## How much does it cost?

Total cost includes an initial joining fee of \$48 plus \$90 every 6  
months (due 1 Apr & 1 Sept). You will receive a New Member Kit  
with comprehensive training manuals & a monthly magazine from  
Toastmasters International.

### Visit our Website

[www.boroondara.toastmasters.org.au](http://www.boroondara.toastmasters.org.au)

### Facebook:

<http://Facebook.com/Boroondara.toastmasters>

### Email

[Boroondara.Toastmasters@gmail.com](mailto:Boroondara.Toastmasters@gmail.com)

Talk to a member 0408008801

Toastmasters International Website

[www.toastmasters.org](http://www.toastmasters.org)

Need more information?



# Boroondara Toastmasters Club

**Boroondara Toastmasters Club is affiliated to  
Toastmasters International, a worldwide, not-for-profit**

### The place where you can....

- Improve your Public Speaking Skills
- Build your Self-Confidence
- Give Presentations like a Professional
- Develop your Leadership Skills

....in a friendly & supportive environment

**organisation with the aim of developing communication  
and leadership skills through public speaking.**

# Boroondara Toastmasters Club

## What happens at the meeting?

**Call to Order:** The Sergeant-at-Arms calls the meeting to order.

**Welcome:** The President welcomes everyone to the meeting.

**Introductory Round Robin:** Members and visitors introduce themselves and comment briefly on a suggested topic (weather/sport etc).

**Program changes:** Vice President Education announces Agenda changes.

**Grammarian:** Advises everyone what the word of the day will be, and summarises role.

**Joke, Poem or Inspiration:** One of these will be delivered.

**Toastmaster:** The Toastmaster is the master of ceremonies. She or he will outline the program and introduce each agenda item.

**Table Topics – Impromptu speeches:** The Table Topics Master selects participants to respond to a specific topic (or question). Members are challenged to speak for 60-90 seconds.

**Table Topic Speech Evaluations:** An experienced Toastmaster evaluates the Table Topic speeches. By getting feedback, including points for improvement, Toastmasters learn how to become better speakers. Evaluators learn how to prepare and present a constructive appraisal.

**Educational (optional):** An experienced member gives a presentation about an aspect of public speaking, leadership or the Toastmasters educational program.

**Supper Break:** Brief tea/coffee/snack break, an opportunity to socialise.

**Prepared Speeches:** Toastmasters develop public speaking skills by working through a manual of speech projects. In this segment, Toastmasters deliver a prepared speech on a topic of their choice to fulfil the project objectives.

**Evaluations:** An experienced member is allocated to each speaker to provide verbal feedback. The evaluator highlights strengths and areas for improvement. A written evaluation is also provided.

**Grammarian:** During the meeting, this member listens carefully and gives a report on the use of language and grammar.

**Grunt Master:** Effective speakers rarely punctuate presentations with UMs, AHs and similar fillers. The Grunt Master lets us know how many we used.

**Timekeeper:** All aspects of the meeting are timed. The timekeeper reports on how well we kept to time and notes if time limits were exceeded.

**Hark master:** Tests our listening skills, asks some questions to test if we have been listening carefully.

**General Evaluator:** Gives an overview of the meeting, and provides the evaluators with an evaluation.

**Toastmaster:** Invites visitors and guests to share their impressions.

**Close:** President makes announcements before closing the meeting.

## How does the training program work?

Members receive the Competent Communicator and Competent Leadership Manuals from Toastmasters International. These outline projects which form the basis of the Toastmasters program. Projects are completed at your own pace – with evaluations to help you improve as a speaker and leader.

