

## “WHAT’S GREAT IN 598”

The Diablo Toastmasters Club is a community Toastmasters Club that meets every Thursday at 7 PM in the Sizzler Restaurant, 1353 Willow Pass Road, Concord, CA.

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

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### UPCOMING EVENTS:

**August 16, 2007 Officers Make-up Training  
Contra Costa Water District Offices**  
**Aug 15-18, 2007- International Convention  
Phoenix, Arizona**  
**September 6, 2007 Diablo 598 Evaluation &  
Humorous Speech Contests**

### CONGRATULATIONS TO:

**Mary Bloxham**, who qualified for her Advanced Toastmaster – Bronze award on July 19th. Well done, **Mary!**

### DCP STATUS

We are off and running with the 2007-2008 Distinguished Club Program. Mary has set the pace by achieving her ATM-B award. That accomplishment qualifies the club for one goal. We have accomplished half of two other goals because we have had 4 of our officers trained and we have submitted one officer list on time.

Our VP-Education, **John Peterson**, is accepting our educational and leadership commitments and goals for 2007-2008. Set your goals and discuss scheduling with **John**.

### ANNUAL 598 PICNIC

**Shags** and Karen Shagrin hosted the annual Diablo 598 picnic and joke telling contest at their home on August 28<sup>th</sup>.

Over half of our members attended with their spouses and friends. **Shags** did a terrific job on the barbecuing with a new Weber three burner and the balance of the group supplied the side dishes pot luck style.

The group enjoyed drinks and conversation until dinnertime. We dined on chicken, beef, and pulled pork barbecue – and lots of it. Everyone went away full but still with room for cake and homemade ice cream.

The group gathered for the joke telling contest and **Thomas Cloney** blew the lid off the contest with his rendition of boasting rights of an Englishman, a Scotsman, and an Irishman.

Congratulations **Thomas!**

### IT’S CONTEST TIME!

VP - Education, **John Peterson**, has announced the 598 Evaluation and Humorous Speech Contest date as September 6, 2007. Sign up to participate

in either of the contests or both – the contests are fun!

Any member in good standing with our club can compete in either contest with the winners advancing to the Area 6 contests to be held later in September.

The way the Evaluation Contest works is that the group listens to a 5 – 7 minute “target” speech given by a member from outside our club; the contestants are given 5 minutes to prepare an evaluation; and are then called back into the room individually to present their 2-3 minute evaluations. The non-contestant members judge the evaluations and the winner is determined by the judges votes.

The Humorous Speech Contest is conducted much like the speaking during our regular club meetings. Contestants draw for speaking order and then present a 5-7 minute speech with the winner being determined by vote of the non-contestant members.

These contests replace our regular club meeting and any member can enroll as a contestant up until the contest begins. If you are not a contestant, the members who are contestants need your support as audience and judges for this event.

Our VP-Education, **John Peterson** needs help in presenting this event and will be soliciting assistance, so if you would like to help the Contest Chair, Chief Judge, a timer or a vote counter contact **John** .

## **PRESIDENT’S CORNER**

*By Ron Jue*

Hello Everyone!

This is your fun loving-president writing on the joys of having a mentor. This is not just for the new members that have joined us recently, but also for everyone in the club! If you are as enthusiastic about Toastmasters as I am, then I highly

recommend going the mentoring route! I know that we like to think of our club as the best and a solid mentoring program would definitely help us move to the higher echelon of Toastmasters.

To the many new members that have recently joined our club, to the veteran members that continue to go each and every Thursday night, mentoring has its many rewards. Why not take a moment to help your fellow Toastmasters by giving them that extra boost of motivation that will help them over their mental blocks.

I know that if I did not ask for help with my speeches, I would not be in the position with Toastmasters that I am in today. I feel that everyone is a bit hesitant in asking for help. Some reasons could be fear of rejection, embarrassment of speaking abilities, or that overbearing pride telling you that you do not need anyone but yourself. If you have this type of mindset, I think that it is time to ask a fellow member for help. You don’t have to feel obligated to that one individual. You are a member of a very diverse club that has people of all skill levels, people with their own strengths and weaknesses. We have people that love to give power point presentations like Ashley Harkness; we have people that have great knowledge in using humor within her speeches such as Carol Sturman; We have members like Carie Featherstone who are familiar with more creative speeches. These individuals are a few examples of a bountiful wealth of knowledge in our club.

What I am basically saying is that you are a member of a wonderful club that can provide you with numerous resources in whatever you choose as your speaking and leadership goals. It is time for you to take the initiative and introduce yourself to your fellow members and see if you can be a mentor or find a mentor! Fellow Toastmasters, I am not only the President

of our club, but I am also a client to our terrific mentors we have available.

## Feature Article

### **Timing the Meeting as Toastmaster**

*By Steven Shagrin*

There are tricks to keeping your meeting flowing so it ends on time, or perhaps a bit early, depending on the exact time taken by the speakers.

The only part of the meeting over which the Toastmaster has time control is Table Topics. The time for the rest of the meeting is set by what happens before TT and by what is expected to happen after TT. As Toastmaster, one of your tasks is to work with the Table Topics Master to allocate time for TT, which is dependent on when TT starts and how many speakers are on the agenda.

The Toastmaster must allow for speech times, introductions, notes in support, reports, and evaluations. In this article I'll describe the method I use for maintaining punctuality.

Start by determining the length of each speech and adding three minutes. For example, if a speech is 5 to 7 minutes long, figure on 10. This allows time for the intro, walk-up time, ending applause, and comment period. Total the times plus 3 minutes per speech; add 10 minutes for the break; and 1 minute for your opening remarks.

Example:

Speaker 1: 4-6	Allow 9 minutes
Speaker 2: 3-5	Allow 8 minutes
Speaker 3: 8-10	Allow 13 minutes
Speaker 4: 3-5	Allow 8 minutes

Total Time for Speeches: 38 minutes.

ADD: 11 minutes for the break and your opening remarks. I ask the timer to set the clock for 8 to 10 so when the green light comes on, we can start to regroup. When the amber comes on, we shut the door, and at red, it's Go Time for the second act.

The total is 49 minutes PLUS the time needed for evaluation and concluding remarks. This next part is key:

If you have three speeches, the General Evaluator should be introduced at 8:35 p.m., and if you have four speeches, allow for an extra 5 minutes, introducing the GE at 8:30 p.m. This allows time for evaluations, GE remarks, reporting, voting, awards, and wrap-up/close. Then you will end at 9:00 p.m.!

Adding to the above example:

Four speakers: 30 minutes evaluation plus 49 minutes speaking, intro, notes, and reports equals 79 minutes.

The meeting duration is 120 minutes, so you have to work with the time remaining, i.e., 41 minutes.

Subtract how many minutes are taken up by the proceedings until you start Table Topics. If it's 23 minutes for business and the GE introductions, then you have 18 minutes for table topics.

If the last TT participant plus the reports and voting/JokeMaster takes 8 minutes, you should cue the TT Master to call the last participant at 10 minutes into Table Topics. Add that 10 minutes to the time TT starts and that is when the final participant is called.

Meeting Start:	7:00	
Business Ends:	7:23	
Last TT Called:	7:33	10 min for TT

Go to Break: 7:41  
Restart Meeting: 7:51

In this scenario, to get to GE at 8:30, start speeches at 7:52 (38 minutes needed).

Speech End/GE: 8:30  
Balance of Mtg.: 30 minutes!

Another example with 3 speeches:

Speaker 1: 4-6 Allow for 9 minutes  
Speaker 2: 5-7 Allow for 10 minutes  
Speaker 3: 10-12 Allow for 15 minutes

Total Time for Speeches: 34 minutes  
Add: 11 minutes for TM intro and break  
Equals: 45 minutes PLUS the time needed for evaluation and wrap up (25 minutes in this case (starting at 8:35 p.m.)).

Business takes 18 minutes this time.

Meeting Start: 7:00  
Business Ends: 7:18  
Last TT Called: 7:42 24 min for TT  
Go to Break: 7:50  
Restart Meeting: 8:00

In this example, to get to GE at 8:35, start speeches at 8:01 (34 minutes needed).

Speech End/GE: 8:35  
Balance of Mtg.: 25 minutes

As you can see, it's simply a matter of filling in the blanks.

## FROM THE EDITOR'S DESK

Those are the facts -- I can't fake it: If you want the news, ya gotta make it!

Happy Toastmastering! *Editor*

## HAVE A STORY? HAVE AN IDEA?

The editor invites our members to share their Toastmasters story with their peers. To be considered for publication, articles must be well written, must be related to Toastmasters activities, and submitted in *Word* format. The editor reserves the right to accept or reject all submissions.

<p>"What's Great in 598" is the publication of Diablo Toastmasters Club (598-57), Concord, CA Publisher, Ronald Jue Editor, Louis Stiffer Reporter, Steven Shagrin Reporter, Ron Jue</p>
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