

TOASTMASTERS

Better Communication Is One Meeting Away.

Whether you're a professional, student, stay-at-home parent or retiree, Toastmasters is the best way to improve your communication skills. Toastmasters can help you lose the fear of public speaking and learn skills that will help you be more successful in



whatever path in life you've chosen. You'll be a better listener. You'll easily lead teams and conduct meetings. You'll comfortably give and receive constructive evaluation. You already have some or all of these skills. In Toastmasters, you will enhance them.

About Toastmasters International.

Toastmasters International is a non-profit organization governed by a Board of Directors elected by the membership. The first Toastmasters club was established on October 22, 1924, in Santa Ana, California, by Dr. Ralph C. Smedley, who conceived and developed the idea of helping others to speak more effectively. More clubs were formed, and Toastmasters International was incorporated under California law on December 19, 1932.



Toastmasters International's business and services are administered by its World Headquarters, located in Rancho Santa Margarita, California. It employs no paid promoters or instructors. It has no salaried staff except the Executive Director and World Headquarters staff, who provide services to the clubs and Districts.

Join a Toastmasters Club. If someone from a Toastmasters club gave this pamphlet to you, attend that club and apply for membership. If you want to find a club that meets at a different time or location, call or write:

TOASTMASTERS INTERNATIONAL

P.O. Box 9052

Mission Viejo, CA 92690

Tel. (949) 858-8255 ▲ Fax (949) 858-1207

In North America call our voice mail system at 1-800-9WE-SPEAK to request additional information and a list of clubs in your area. A complete list of Toastmasters clubs is available on the World Wide Web at <http://www.toastmasters.org> or send E-mail to tminfo@toastmasters.org.



Catalog No. 124



ALL ABOUT TOASTMASTERS

How Toastmasters works. At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is

made up of 20 to 30 people who meet
week for about an hour. Each
gives everyone an opportunity to practice:



▲ **Conducting meetings.** Meetings usually begin with a short business session which helps members learn basic meeting procedures.

▲ **Giving impromptu speeches.** Members present one- to two-minute impromptu speeches on assigned topics.

▲ **Presenting prepared speeches.** Three or more members present speeches based on projects from the Toastmasters International Communication and Leadership Program manuals. Projects cover such topics as speech organization, voice, language, gestures, and persuasion.

▲ **Offering constructive evaluation.** Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement.

The Tools You Use. Upon joining a Toastmasters club, each new member receives a variety of manuals and resources on speaking. Members also have access to other books as well as audio and video

cassettes on speaking and leading. They also receive the award-winning *The Toastmaster*, a monthly magazine that offers the latest insights on speaking and leadership techniques.

Toastmasters and Leadership. Leadership cannot be learned in a day. It takes practice. In Toastmasters members build leadership skills by organizing and conducting meetings and motivating others to help them. Club leadership roles and a leadership development program also offer opportunities to learn and practice. Just as Toastmasters members learn to speak simply by speaking, they learn leadership by leading.



Company Benefits. A company's success also depends on communication. Employees face an endless exchange of ideas, messages, and information as they deal with one another and with customers day after day. How well they communicate can determine whether a company quickly grows into an industry leader or joins thousands of other businesses mired in mediocrity.

Toastmasters provides the tools that enable employees to become effective communicators and leaders – all at a very low cost. Toastmasters training helps employees:

- ▲ give better sales presentations
- ▲ hone their management skills
- ▲ work better with fellow employees
- ▲ effectively develop and present ideas
- ▲ offer constructive criticism
- ▲ accept criticism more objectively

Toastmasters produces results. Around the world more than three million men and women of all ages and occupations have benefited from Toastmasters training, and more than one thousand corporations, community groups, universities, associations, and government agencies now use Toastmasters training.

Community Benefits. Toastmasters has helped many members in their community service activities. Using the speaking and leadership skills developed in Toastmasters, people have become more active in business, churches, and service and charity organizations. Toastmasters members are able to organize activities, conduct meetings, and speak in public as their organization's representative. Some even become active in local, state or national government.



Becoming a Member. Toastmasters is for individuals 18 years or older. The more than 170,000 members are from a variety of occupations and backgrounds.

They include doctors, auto mechanics, executives, teachers, home-makers, artists, college students, supervisors, attorneys, engineers, salespersons, and more.

Joining a Toastmasters club is easy. With more than 8,000 clubs around the world, there is sure to be one near you. Many clubs are listed with Chambers of Commerce or can be located by contacting Toastmasters International (see back panel). Once you receive a listing of clubs in your area, simply select one most convenient for you, attend a meeting, and then apply for membership. If there is no club in your area, you can form one with permission and assistance from Toastmasters International.