



ITMA Toastmasters Club (#585485)

A special interest group of Information Technology Management Association
<http://www.itma.org.sg>



Venue: NUSS Guild House, Suntec City

3, Temasek Boulevard, #05-001, Suntec City Mall, Singapore 038983

Charter date: 21 July 2003

58th Chapter meeting: 17 August 2007, Friday

Time: 6.45 pm to 9.40 pm

Executive Committee 2007 - 2008	
President	Loh Wai Meng, CC wm_loh@pacific.net.sg
Vice President (Education)	G. Srinivasan, CC srinivasan@stee.stengq.com
Vice President (Membership)	C. Arunkumar arun.chinna@gmail.com
Vice President (Public Relations)	N.Nachiappan nachiap@hotmail.com
Secretary	Grace Tan grace_sk_tan@yahoo.com
Treasurer	Alvin Ong aonqsw@gmail.com
Sergeant-At-Arms	V. Thiyagarajan vthiyaga@lycos.com
Immediate Past President	Leow Kee You, CC keeyou@singnet.com.sg
Sponsors	Andrew Chen, ATM-B, CL Kan Kin Fung, DTM
Mentor	Judy McBurney, ATM-B, CL

Time	Programme	Duration (mins)	Appointment holders / Speakers
6.45 pm	Registration, dinner and fellowship	30	All
7.15 pm	SAA calls meeting to order and breaks the ice	5	Thiyaga
7.20 pm	Welcome by Toastmaster of the Evening	5	Nachi
7.25 pm	Language tip or word of the day	5	TBA
7.30 pm	President's address	5	Wai Meng, CC
7.35 pm	Table topics session	15	TBA
7.50 pm	Timer's report	2	Madhukar
	Vote for the best table topics speaker	3	
	<i>Vote according to content (relevance to topic), organization, language and delivery</i>		
7.55 pm	DVD Clip; World Champion	10	
8.05 pm	Prepared speeches		
	Project 2: Organize Your Speech	5 to 7	Thanh Hien
	Project 2: Organize Your Speech	5 to 7	S. Dhana
	Project 3: Get to the Point	5 to 7	Geng Yoke
	Project 4: How to Say It	5 to 7	Noah Tay
	Project 8: Get comfortable with visual aids	5 to 7	Alvin Ong
8.40 pm	Timer's report	2	Madhukar
	Vote for the best prepared speech speaker	3	
	<i>Vote according to content (meeting of objectives), organization, language and delivery</i>		
8.45 pm	Refreshment break	15	All
9.00 pm	Project evaluations		
	Project 2 (Thanh Hien)	2 to 3	TBA
	Project 2 (S. Dhana)	2 to 3	TBA
	Project 3 (Geng Yoke)	2 to 3	Arun Kumar
	Project 4 (Noah)	2 to 3	Leow Kee You, CC
	Project 8 (Alvin Ong)	2 to 3	Barry Tan, AC-G, CL
9.15 pm	Timer's report	2	Madhukar
	Vote for the best project evaluator	3	
	<i>Vote according to analysis of speech, helpful recommendations and supportive tone</i>		
9.20 pm	Language Evaluation	10	TBA
9.30 pm	Ah-Counter's report	5	Vasan, CC
9.35 pm	Prize presentation and closing address	5	Loh Wai Meng, CC
9.40 pm	End of chapter meeting		All

Please contact Vasan @ 9858 5694 for any changes to the programme sheet

* Visiting Toastmasters:

Geng Yoke, Puggol Toast masters club

Announcements:

*Toastmasters International District 80 Semi Annual Convention
16th, 17th & 18th November 2007
The Legends Fort Canning Park, Singapore*

Mission of ITMA Toastmasters Club

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

Abbreviations

CTM - Competent Toastmaster
 ATM - Advanced Toastmaster
 (B - Bronze, S - Silver, G - Gold)
 CC - Competent Communicator
 AC - Advanced Communicator
 (B - Bronze, S - Silver, G - Gold)
 CL - Competent Leader
 AL - Advanced Leader
 (B - Bronze, S - Silver)
 DTM - Distinguished Toastmaster

Competent Communicator Projects

P1. THE ICE BREAKER Time: 4 to 6 minutes

1. To begin speaking before an audience
2. To help you understand what areas require particular emphasis in your speaking development
3. To introduce yourself to fellow club members

P2. ORGANIZE YOUR SPEECH Time: 5 to 7 minutes

1. To organize your thoughts into a logical sequence that leads the audience to a clearly defined goal.
2. To build a speech outline that includes an opening, body, and conclusion

P3. GET TO THE POINT Time: 5 to 7 minutes

1. To select, organize & deliver a speech with a specific purpose or message
2. Ensure the beginning, body & conclusion & reinforce the purposes(s).
3. Project sincerity & conviction and control
4. Strive not to use notes

P4. HOW TO SAY IT Time: 5 to 7 minutes

1. Select the right word & sentence structure to communicate your ideas clearly, accurately and vividly
2. Use rhetorical devices to enhance & emphasize ideas.
3. Eliminate jargon and unnecessary words. Use correct grammar

P5. YOUR BODY SPEAKS Time: 5 to 7 minutes

1. Use stance, movement, gestures, facial expression and eye contact to express the message and achieve the purpose
2. Make your body language smooth & natural

P6. VOCAL VARIETY Time: 5 to 7 minutes

1. To explore the use of volume, pitch, rate and quality as assets to your speaking
2. To achieve a pleasing natural voice quality when speaking

P7. RESEARCH YOUR TOPIC Time: 5 to 7 minutes

1. Collect information about your topic from numerous sources.
2. Carefully support your point and opinion with specific facts, examples and illustrations gathered through research.

P8. GET COMFORTABLE WITH VISUAL AIDS Time: 5 to 7 minutes

1. Select visual aids that are appropriate for your message and the audience.
2. Use visual aids correctly with ease and confidence.

P9. PERSUADE WITH POWER Time: 5 to 7 minutes

1. To present a talk that persuades the audience to accept your proposal or viewpoint
2. To achieve this persuasive effect by appealing to the audience's self-interest, building a logical foundation for agreement, and arousing emotional commitment to your cause

P10. INSPIRE YOUR AUDIENCE Time: 8 to 10 minutes

1. To understand the mood and feelings of your audience on a particular occasion
2. To put those feelings into words and inspire the audience, using all the techniques you have learnt so far

