



President
Marc Israel

VP Education
Chitra Beekoo

VP Membership
Anooradha Rampertaub

VP Public Relations
Razia Namdarkhan

Secretary
Rani Tulsidas

Treasurer
Percy César

Sergeant-At-Arms
Deepa Manrakhan

We meet on 1st and 3rd
Tuesdays of each month
From 18:00 to 20:00 at
St Georges Hotel, Port Louis

Port Louis Toastmasters
portlouistoastmasters.org

Toastmasters International
www.toastmasters.org

The vision of Port Louis
Toastmasters for this year is

BE THE DIFFERENCE

Port Louis Toastmasters club is a public speaking club affiliated to Toastmasters International, a worldwide organization of approximately 13,000 clubs.

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

Port Louis Toastmasters Club

Club 2558 U

Program for September 20, 2011

Exceptional Session held at Le Bocage International School
Welcoming ToptoTop.org team!

Hour	Time (mins)	Description	Timing	Action
18:00	1	Session opening <i>by Chairperson</i>	.30 - .45 - 1	Marc Israel, CC
18:01	5	Welcome <i>by Toastmaster of the Meeting</i> Apologies from Members Changes in agenda Introduction of Guests	4 - 4:30 - 5	Ravin Lama, DTM
18:06	2	Introduction of the Word of the Day	1:30 - 1:45 - 2	Razia Namdarkhan
18:08	25	Theme of the Day	23 - 24 - 25	Marc Israel, CC
18:33	2	Toast of the day	1:30 - 1:45 - 2	Irani Permal, CC
18:35	5	Table Topics	4 - 4:30 - 5	Thanee Marudai
18:40	15	Speech by Guest of Honour	13 - 14 - 15	Michael Thatcher
18:55	5	Educational Presentation	4 - 4:30 - 5	Anooradha Rampertaub, CC
19:00		BREAK (15 mins)	Call 1 min before	
19:15	5	Humour Master	4 - 4:30 - 5	Surprise!
19:20	1	Introduction to Prepared Speech ACB Level 7	.30 - .45 - 1	Deyan Ristic
19:21	7	Prepared Speech ACB Level 7	5 - 6 - 7	Marc Israel, CC
19:28	1	General Evaluator Takes Over	0:30 - 0:45 - 1	Birendra Purmanan, CC, CL
19:29	4	Evaluation of Speech ACB Level 7	3:30 - 3:45 - 4	Deyan Ristic
19:33	3	Grammarians Report	2:30 - 2:45 - 3	Razia Namdarkhan
19:36	3	Listening Post and Ah Counter's Report	2:30 - 2:45 - 3	Anooradha Rampertaub
19:39	3	Timekeeper's Report	2:30 - 2:45 - 3	Moorghen Padayachy
19:42	4	General Evaluator's Report	3:30 - 3:45 - 4	Birendra Purmanan, CC, CL
19:46	5	Guests' Participation: Comments	4 - 4:30 - 5	Attending Guests
19:51	1	Session Closing Ceremony	.30 - .45 - 1	Marc Israel, CC

Next meeting: Tuesday 04th October 2011, 5:45 pm for 6:00 pm
Saint Georges Hotel, Port Louis

Members: To reserve a speech slot, please contact our VP Education, Chitra Beekoo at chitracpp@yahoo.co.uk
Guests: To join Port Louis Toastmasters club, please contact our VP Membership, Anooradha Rampertaub, at anooradha.rampertaub@mauritiustelecom.com

Laughter is the shortest distance between two people – Victor Borge



Communication manual: Speech Objectives

Speech No. 1: “The Icebreaker” (Time: 4-6 minutes)

- To begin speaking before an audience
- To discover speaking skills already there and skills that need some attention

Speech No. 2: Organize your speech (Time: 5-7 minutes)

- To select an appropriate outline which allows listeners to easily follow and understand the speech
- Make the message clear, with supporting material directly contributing to that message
- Use appropriate transitions when moving from one idea to the other
- Create a strong opening and conclusion

Speech No. 3: Get to the point (Time: 5-7 minutes)

- Select a speech topic and determine its general and specific purposes
- Organize the speech in a manner that best achieves those purposes
- Project sincerity and conviction and control any nervousness you may feel
- Strive not to use notes

Speech No. 4: How to say it (Time: 5-7 minutes)

- Select the right words and sentences to communicate your ideas clearly, accurately and vividly
- Use rhetorical devices to enhance and emphasize ideas
- Eliminate jargon and unnecessary words and use correct grammar

Speech No. 5: Your body speaks (Time: 5-7 minutes)

- Use stance, movement, gestures, facial expressions and eye contact to express a message and achieve the purpose of the speech
- Make body language smooth and natural

Speech No. 6: Vocal variety (Time: 5-7 minutes)

- Use voice volume, pitch, rate and quality to reflect and add meaning and interest to your message
- Use pauses to enhance your message
- Use vocal variety smoothly and naturally

Speech No. 7: Research your topic (Time: 5-7 minutes)

- Collect information about your topic from numerous sources
- Support points and opinions and specific facts, examples and illustrates gathered through research

Speech No. 8: Get comfortable with visual aids (Time: 5-7 minutes)

- Select visual aids that are appropriate for the message and audience
- Use visual aids correctly with ease and confidence

Speech No. 9: Persuade with power (Time: 5-7 minutes)

- Persuade listeners to adopt your viewpoint or ideas or to take some action
- Appeal to the audience's interest
- Use logic and emotion to support your position
- Avoid using notes

Speech No. 10: Inspire your audience (Time: 5-7 minutes)

- To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement
- Appeal to the audience's needs and emotions, using stories, anecdotes and quotes to add drama.