



The Premier Club in the West
Singapore

Premier Link

Club President's Message

In this issue, I would like to talk about the perception of public speaking and leadership. Do you perceive public speaking as an event which is driven by fear or fun? Why the fear sets in is because we feel that we cannot meet the expectations of others and we also worry that we cannot meet our own expectations.

In the Toastmasters circle, people want us to succeed.

The first fear is therefore not valid. We also need to believe in yourself.

Serving the Executive Committee is a challenge and a privilege. Please consider offering your service so as to bring this club to greater heights. I encourage new members to come forward to serve the team. Every one is given a chance to serve and learn.

Take action now!



Club President
Simon Kong, CTM

President

Simon Kong, CTM

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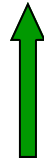
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OUR GAME PLAN

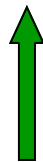
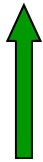
DESIRED RESULT FOR CHUA CHU KANG TOASTMASTERS CLUB

We want to be recognized as one the world's most admired Toastmasters Club



OUR MISSION

The mission of a Toastmasters club is to promote 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



LEADERSHIP

QUALITY CHAPTER MEETINGS AND EDUCATIONAL PROGRAMMES

FRIENDLY ENVIRONMENT

“If we are **strong**, our strength will speak for itself. If we are **weak**, words will be of no help”

... John F. Kennedy



Our Score Card for 2001/2002

MEASURES	GOAL	ACTUAL*	ACHIEVED
CTMs	2	2	✓
Additional CTMs	2	2	✓
ATMs	1	1	✓
Additional ATMs	1	1	✓
CL, AL or DTM	1	1	✓
Additional CL, AL or DTM	1	1	✓
New Members	4	4	✓
Additional New Members	4	16	☆
Club Officers Trained	8	9	☆
Submitted on Time & Officer List	2	2	✓

Our Goals for 2002/2003

“Don’t measure yourself by what you have accomplished, but by what you should have accomplished with your ability” ... John Wooden

MEASURES	GOAL	ACTUAL*	ACHIEVED
CTMs	2	2	✓
Additional CTMs	2	2	✓
ATMs	1	1	✓
Additional ATMs	1	0	✗
CL, AL or DTM	1	1	✓
Additional CL, AL or DTM	1	1	✓
New Members	4	4	✓
Additional New Members	4	4	✓
Club Officers Trained	8	8	✓
Submitted on Time & Officer List	2	2	✓

* As of March 31, 2003

☆: Exceeded Goal ✓: Met Goal ✗: Did not Meet Goal

OUR WORK PLAN FOR 2002/2003

ACTIVITIES	JUL	AUG	SEP	OCT	NOV	DEC
CLUB OFFICER TRAINING	02					
INSTALLATION CEREMONY		31				
HUMOUROUS SPEECH CONTEST			26			
MEMBERSHIP DUES			30			
NEWSLETTER			30			31
SEMI-ANNUAL CONVENTION					22	
SPEECH CRAFT WORKSHOP						EVERY THURSDAY

ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUN
CLUB OFFICER TRAINING	25					
CLUB SPEECH CONTEST	9					
AREA SPEECH CONTEST			15			
NEWSLETTER			31			30
MEMBERSHIP DUES			31			
DIVISION SPEECH CONTEST				12		
SPEECH CRAFT WORKSHOP						EVERY WEDNESDAY
ANNUAL CONVENTION					16-18	



*“The world is so fast that there are days when the person who says **it can't be done** is interrupted by the **person who is doing it**”...Anonymous*

Welcome Aboard.....Our New Members

1. Noel Lim
2. Mohd Rafi
3. Yuan Wei
4. Dennis Choong
5. Yap Jun Lin



CHUA CHU KANG CC TOASTMASTERS CLUB

A Toastmaster's Promise

As a member of Toastmasters International and my Club, I promise...

- To attend club meetings regularly.
- To prepare all my speeches to the best of my ability, basing them on projects in the Communication and Leadership Program or the Advanced Communication and Leadership Program manuals.
- To prepare for and fulfill meeting assignments.
- To provide fellow members with helpful, constructive evaluations.
- To help the Club maintain the positive, friendly environment necessary for all members to learn and grow.
- To serve my club as an officer when called upon to do so.
- To treat my fellow club members and our guests with respect and courtesy.
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers.
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs.
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

Our Club Speech Contest

Our club International Speech and Table Topics Contest was held on January 9, 2003. A total of 14 members participated in the International Speech and Table Topics contests. The results are as follows:

	International Speech	Table Topics
Champion:	Thomas Lee	Shenton Sng
1st Runner Up:	Shenton Sng	Lim Siew Mee
2nd Runner Up:	See Chak Wah	Poh Kim Siong

Our Contestants



Our Appointment Holders

Our Judges



Area Z2 Governor, Josephine Lee presenting the trophies to the winners



Shenton Sng



Lim Siew Mee



Poh Kim Siong



Thomas Lee



See Chak Wee



Our Winners

Area Z2 Table Topics & International Speech Contest

Our Area Z2 International Speech and Table Topics Contest was held on March 15, 2003. A total of 8 Toastmasters participated in the International Speech and Table Topics contests. The results are as follows:

	International Speech	Table Topics
Champion:	Chay Wen Liang	Chay Wen Liang
1st Runner Up:	Thomas Lee	Lim Siew Mee



**Our Toastmaster of the Day
C. Raja Kumar, ATM-S**



Our Supporters for the Event



Our Contestants

Our Judges



Our Appointment Holders

(L-R) Ng Kwee Choo, CTM, Lim Siew Mee, CTM, Thomas Lee, CTM



How We Can Help Members Achieve CTM or ATM

We need to take a survey of the interests and needs of their Club members. Find out why members joined and what they want out of their Toastmasters experience. According to surveys done by WHQ, most members say that they joined in order to become more effective and confident speakers.

Based on the above survey, we need to convey to the Club members the link between giving manual speeches and reaching their personal goals.

We need to establish a Mentoring program for the inexperienced members. Assign experienced, knowledgeable, and caring members to mentor new members through their first few speeches. This one-to-one attention will help many new members overcome their jitters and get a good start in speaking.

Reward and recognize members who give manual speeches. Examples are: standing ovations for ice breaker speeches; positive comments given informally to speakers by experienced Toastmasters during a break or at the end of the meeting; hand written notes of compliments passed to the speaker after their speech, etc. People tend to want to repeat the things that get immediate posi-

We need to publicize to new members on the following areas:

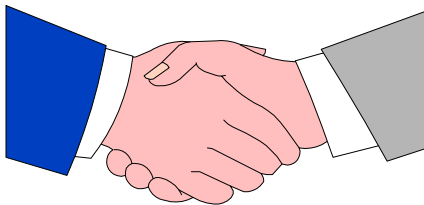
- How the Communication & Leadership Program manual is designed to help them reach their goals of becoming more effective, confident speakers.
- How they can go about completing the C & L manual, one speech at a time.
- How to pick topics
- How to set a time table to achieve the CTM
- How to pick a mentor and ask for one-on-one help
- How to practice and prepare for a manual speech
- How to get the most out of the evaluations they receive so that they improve with every speech.

Tips for Gestures in Speaking

When you include body language in your speeches, you are increasing the effectiveness of your speech. By learning how to use gestures, facial expressions, and other body movements to illustrate and emphasize parts of your speech, you are showing the audience what you mean, as well as telling them. The most expressive part of body language is the use of your hands and arms to illustrate your words. Sometimes these are the only visual expressions the whole audience can see. Below are some tips on the use of gestures during speaking:

TIP #1

Size, weight, shape, direction, location. These call for hand gestures, such as shaping of the hands or pointing. "He went that way!" you may exclaim, as you dramatically point out the direction.



TIP #4

TIP #2

Importance or urgency. Show your audience how important your point is. Hit your fist into your palm, or on the lectern to accent your point.

TIP #3

Comparison & contrast. Move both your hands at the same time show similarities or move them in opposition to show differences.

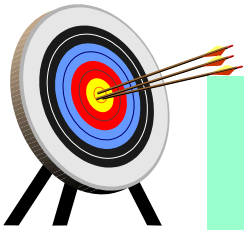


Each gesture should be large enough to be seen by everyone in the audience. But don't make them so exaggerated that they distract attention from your speech. As a general rule, a gesture can be considered good if it helps the audience understand your message, bad if it draws attention only to itself. Even though you have used body language all your life, you will need to practice using gestures and movements when speaking before an audience. If you have access to videotape equipment, you should use it in your rehearsal to help you polish the presentation. Otherwise, practice before your friend and ask for comments on your use of body language.

Learning about Leadership

In our last newsletter issue (Oct—Dec '03) we mentioned that a good service leader is one who is effective in **SIX MAJOR** areas or dimensions. In this article, we will examine one (Vision & Values) of the six dimensions.

VISION AND VALUES



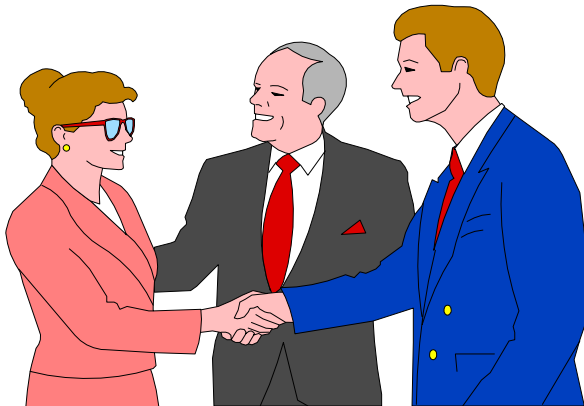
Has a vision for the team. A clearly defined vision is necessary for your team to be successful. What do you want to accomplish? How will the team contribute?

Specifically, a leader...



Keeps abreast of current events. Leaders are knowledgeable about current events in their field of interest and in the world. Do you regularly read newspapers and trade magazines to keep up with the latest developments? Do you keep in contact with other leaders in your field of interest, seeking their viewpoints and input?

Spots problems. Good leaders are proactive, not reactive. Do you predict possible problems you and your team may encounter? Can you plan how to overcome them?

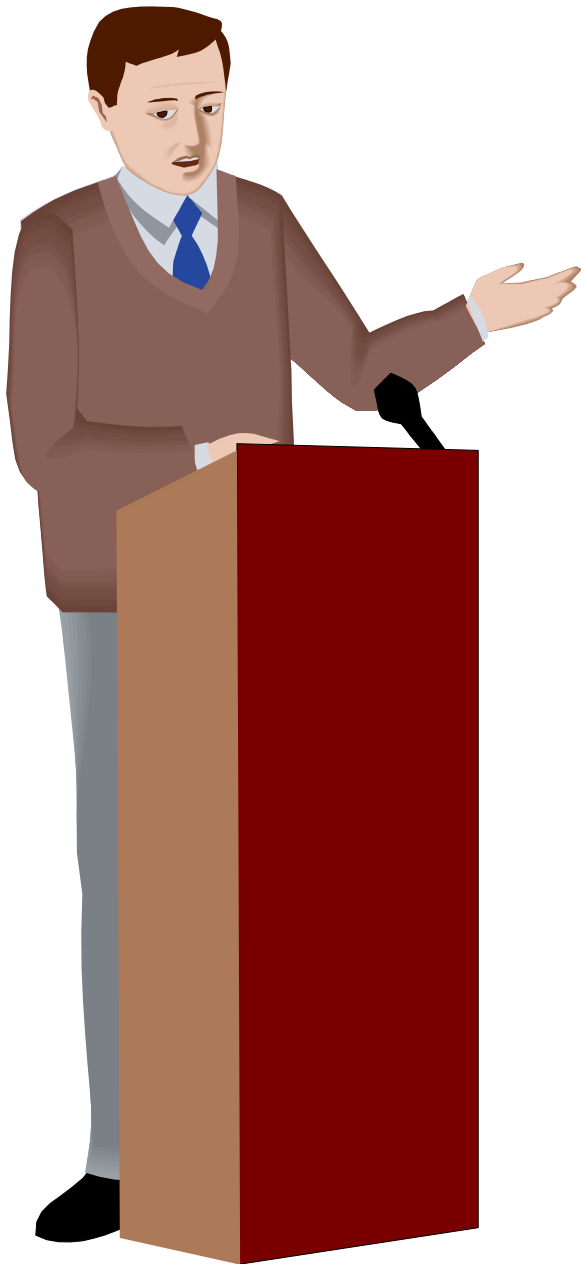


Is knowledgeable about the work to be done. Facts and figures are often the raw material of effective decisions. Are you well-informed?

Is decisive. Leaders afraid of being wrong usually act conservatively and don't accomplish as much as those willing to take a risk. Can you make decisions quickly? Are you willing to accept the risks involved in decision making?

Practices values. People expect leaders to be role models for the values critical to the team's success. Do you practice the values you promote?

Speaking Tips: Introducing a Speaker



Nearly everyone will be called upon at some time to introduce a speaker. Every speaker deserves a thoughtful and helpful introduction. The best introductions are two-way: You introduce the speaker to the audience, and the audience to the speaker, establishing a common bond between them.

An introduction is a mini-speech, less than a minute, which contains all the elements of a full speech. It has an opening, which grabs the audience's attention and makes them aware of the importance of the upcoming subject. It has a body, explaining :

- Why this subject?
- Why this speaker?
- Why this audience?

It has a conclusion, which in this case is the lead-in to your actual presentation of the speaker. Your introduction should tell the audience about the expertise of the speaker and give relevant background information. You should set the mood of the audience for this particular speech, an especially challenging task if there is a marked change from the mood of the preceding talk.

While covering these points, be careful not to give the speaker's speech. Allusions to the topic will arouse interest without taking away from the speaker's impact. Build expectation and end your introduction when interest peaks. Say what needs to be said, watch the speaker approach, step back and lead the applause, welcome the speaker, wait for acknowledgement from the speaker, then sit down.

Speaking Roles During Our Chapter Meeting

Toastmaster of the Evening (TME)

Acts as a congenial host and conducts the whole meeting. The TME creates an atmosphere of interest, expectation, and receptivity.

Prepared Speakers

Usually up to 3 speakers can give speeches based on projects in the Communication and Leadership Program and Advanced Communication and Leadership manuals. (These books are part of the Toastmasters' Educational program.) Each speaker usually speaks



Evaluators

Each speech is orally evaluated by a fellow member in a helpful, constructive manner using given evaluation criteria. In addition, the evaluator prepares a written evaluation for each speaker.

Table Topics Master

Picks a topic of general interest and encourages the club members and guests to think on their feet and to speak for a minute or two. This segment's main purpose is to ensure everyone in the meeting has a chance to speak and to hone our impromptu speaking skills.

Ah Counter

This person will count the number of verbal fillers such as "ah's and um's" in a speech.

Timer

The timer is the member responsible for keeping track of the time.

Effective Ways to End Your Speech

You begin your speech with a compelling opening. You cruise confidently into the body. Then you run out of gas as you come to the close of your speech. You finish speaking, but your audience isn't finished listening - yet.

As a Toastmaster, you know there must be a better way to conclude your speech. After all, what the grand finale is to a musician, the conclusion is to a speaker. The ending of the speech is a chance to stir the audience to a standing ovation with a resounding call to action - or a gentle tug on the heart strings.

How can you end your speech as confidently as you opened it? Try these tips

The Title Close

Use the title of your speech as your closing words. Last words linger, galvanizing your message and mobilizing your audience

The Circular Close

Refer back to your opening anecdote or quote and say: " We have arrived now at the close where we began." Reiterate the message you want your audience to remember.



The Quotation Close

Find a famous quotation and use it like a lever to lift the close of your speech.

The Demonstration Close

Use a prop to signal the close of your speech. For example you could close a book and say: "This concludes this chapter in my life and now I stand firm to write my next chapter." Or don a cap as you conclude your speech and say: "It is time for me to head out and find the road to success."

Our Upcoming Club Activities



APRIL - CLUB NEWSLETTER



APRIL - SPEECH CRAFT WORKSHOP



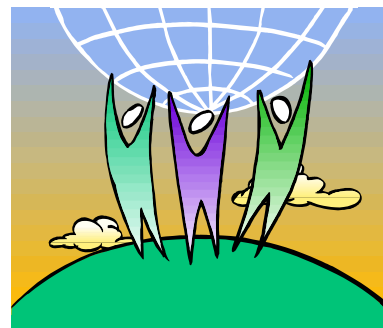
APRIL - DIVISION SPEECH CONTEST



MAY - ANNUAL CONVENTION



JUNE - CLUB EXCHANGE PROGRAMME



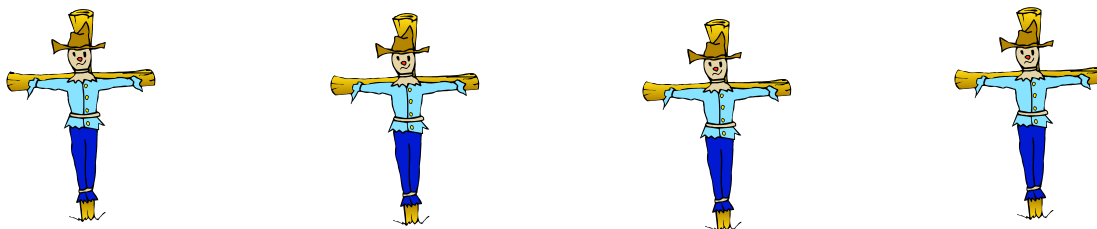
JUNE - FORMATION OF EXECUTIVE COMMITTEE 2002/2003

Tell a Friend About Toastmasters

The Wonderful Wizard of Oz is a classic American tale brought to life by Lyman Frank Baum. Every character in the story reveal to us a part of ourselves. The Scarecrow portrayed our universal quest for wisdom. He was convinced that he could not think "I don't know anything. You see I am stuffed. So I have no brains at all." he said. As he traveled the yellow brick road with Dorothy, Toto, the Tin Woodman and the Lion to the Emerald City. The Scarecrow used every opportunity to learn to use his brains. He practiced and applied his brains to every challenge. Eventually we were thrilled with his display of great ingenuity in problem solving to help his friends overcome all the obstacles and difficulties in their adventure along the yellow brick road and beyond.



The Wizard of Oz lives in the Emerald City. The Scarecrow wanted the Wizard to give him brains. "Can you give me some brains?" asked the Scarecrow. "You don't need them," said the Wizard. "You are learning something everyday. A baby has brains, but it doesn't do much. Experience is the only thing that brings knowledge. The longer you are on earth, the more experience you are sure to get." When you and I walk down the yellow brick road of Toastmasters training, we too must be mindful that Toastmasters is an adventure in self-discovery. We learn our strengths and weaknesses. We discover many things about ourselves. We have evaluators to tell us more. We too must be mindful that we have to walk the yellow brick road. The training process and the active participation we experienced is that which takes us beyond. The unceasing practice is the essence that transforms us into a different person. We acquire effective thinking habits. We acquire effective speaking habits. We become a new person with a new abilities. We become practitioners in the art of public speaking. We become leaders.



The Toastmasters Programme equips you with the knowledge of leadership and communication. The objective is beyond providing you with academic knowledge. The objective is to help you become a speaker and a leader The objective is to help you become the person you want to be In order that you can live the life you dreamed of Toastmasters International District 51. **So tell a friend about Toastmasters!!**

Chua Chu Kang Community Club—Toastmasters Club (7702-51)

The Premier Club in the West

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 25 to 40 members who meet at least once a month. Each meeting 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 speech speaker is assigned an evaluator who points speech strengths and offers suggestions for improvement.



CHUA CHU KANG C. C. TOASTMASTERS CLUB

LISTEN BETTER
THINK BETTER
SPEAK BETTER

we meet every second thursday of the month at the ground floor conference room

chua chu kang community club
35 beck with avenue singapore 688992
tel : (65) 6769 1694
toastmasters.org geocities.com/ccktmc

OUR EXECUTIVE COMMITTEE FOR 2001/2002

President

Simon Kong, CTM
67695504

Vice President (Education)

See Chak Wah, CTM
96319149

Lim Ruey Shyong, CTM

93690592

Vice President

(Membership)

Lee Teik Leng
90232180

Vice President

(Public Relations)

Zenn Wong, CTM
95284691

Secretary

Margaret Chia
97907171

Treasurer

Edmund Lum
93121680

Sergeant-At-Arms

Ng Kwee Choo, CTM
94751941

Immediate Past President

Stephen Tan, CTM
98200189

Club Advisor

Poh Kim Siong, DTM
96644248

Charter President

Shenton Sng, ATM-G
90100115

Master Trainer

C. Raja Kumar, ATM-S
97345072

Visit Our Website!!

www.geocities.com/ccktmc