



All about Toastmasters

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 once a week for an hour or two.

Each meeting gives everyone an opportunity to practice:

- **Conducting meetings.**
- **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 Competent Communicator and Competent Leader manuals.
 - Projects cover such topics as speech organization, voice, language, gestures, and persuasion.
 - Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement.
- **Offering constructive evaluation.**
- Meetings usually begin with a short business session, which helps members learn basic meeting procedures.

Tools

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 videos 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 provide 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 International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills.



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 have 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, 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.

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.

Become a Member

When you attend a meeting you will be given an application to complete. The cost varies from club to club but is about R900 every six months. Once the money is received we send the application to America and member then receives two manuals, a Communications manual and a Leadership Manual. These are the manuals the member works through at the club meeting. When the member has completed these manuals, they will receive a Certificate from World Head Quarters in America acknowledging their achievement.

Communications modules	
Modules	Content
The ice breaker	Introduce yourself to your fellow club members.
Organise your speech	Structure a speech with an opening, body & ending.
Get to the point	Convince the audience of your sincerity on a subject
How to say it	Select the right words to communicate your ideas clearly.
Your body speaks	Use body language as part of your speech.
Vocal variety	Explore the use of voice volume, pitch & rate in speaking.
Research your topic	Use new knowledge from several sources
Using visual aids	Learn the value of props in speaking.
Persuade with power	Persuade the audience to accept your point of view.
Inspire your audience	Understand the mood and feelings of your audience. Put those feelings into words and inspire the audience

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Leadership modules			
Project 1	Listening and Leadership	Project 6	Organizing and Delegating
Project 2	Critical Thinking	Project 7	Developing Your Facilitating Skills
Project 3	Giving Feedback	Project 8	Motivating People
Project 4	Time Management	Project 9	Mentoring
Project 5	Planning and Implementation	Project 10	Team Building

The joining fee is R 320 and dues are R 900 per six-month period or pro-rata when joining during the year. Six-month cycle is from April to September and October to March.

Below is a table should you join during monthly cycles:

Joining month:	Pro-rata fees:	Manuals (once off payment):	Total
October or April	R 900	R 320	R 1220
November or May	R 750	R 320	R 1070
December or June	R 600	R 320	R 920
January or July	R 450	R 320	R 770
February or August	R 300	R 320	R 620
March or September	R 150	R 320	R 470

The banking details are as follows:

- ***Morningside Toastmasters***
- ***First National Bank***
- ***Branch Code : 250655***
- ***Account # : 62656335554***
- Reference – Your Name and Surname

Should you have any further questions please don't hesitate to contact me on 0718816923.

Once you've made your payment please send your completed application form and proof payment to the following committee members:

- Club President – Charlotte Luzuka: charliebn25@gmail.com
- VPM – Tumelo Tladi: tumtla@gmail.com

We are looking forward to welcoming you to our club!

Kind regards,

Tumelo Tladi
Vice President Membership

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