

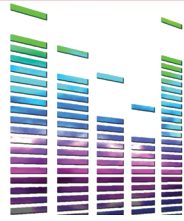


# Simi Valley Toastmasters #3533

President's Distinguished

Give Voice to your potential

May 11, 2017



## Theme: "Music"



### Mission Statement

Simi Valley Toastmasters provides a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Congratulations to Joy Gaylord, ATMS, CL for winning Best Table Topics and one of our guests for stepping up for his very first Table Topics question, Mark Ferrurini, who won the first timer award.

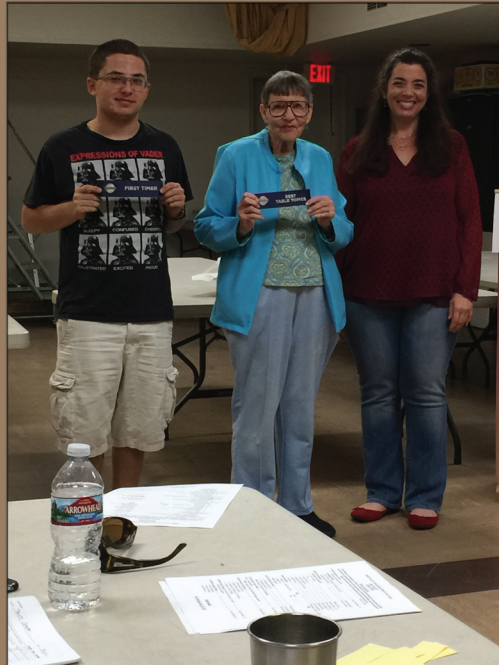
Congratulations to Maryann Baum for giving her Icebreaker speech.

Meeting date:  
Every Thursday

7:15PM



Simi Valley Moose Lodge 1902  
4860 Alamo Street  
Simi Valley, CA 93063



From left to right: Mark Ferrurini (First Timer); Joy Gaylord, ATMS, CL (Best Table Topics); Tracy Spinella, CL (President)



From left to right: Maryann Baum (Received a CC pin for doing her Icebreaker); Tracy Spinella, CL (President)

**Thank you again Simi Valley Toastmaster members for coming and helping us all run an exceptional meeting!**

Remember to visit our website, sign in and volunteer for a role for ANY upcoming meetings on our website...

Do you want to speak? Sign up online to make sure you get your slot.

If you have a Twitter account, please follow us!

**@AreaJ1SVTO**

# How to write a speech introduction



Have you ever been to a Toastmasters meeting where things, going along nicely, words were flowing freely until it was time to introduce the speaker. The TMOTD stumbled for words to say while staring at the agenda for inspiration and the audience members fidgeted in their seats waiting for the introduction to end. A poor introduction can decrease the impact of a speech; a good introduction can increase the impact of the speech.

Often when a speaker finishes preparing their speech, they forget about preparing the introduction or tack it on as an afterthought. They think it will take too long to write or they don't know where to start. It doesn't need to be that way. This article will show you how to quickly write an effective speech introduction.

## Why have a speech introduction?

Although it is tempting to skip the introduction, resist the temptation. Every speech needs an introduction to prepare the audience to listen to the speech. The introduction prepares people in two ways. First, it gives the audience the background information they need to understand and fully appreciate the speech. This includes the purpose of the speech and the background and credentials of the speaker--why this speaker is speaking on this topic. Second, it lets the audience know what to listen for during the speech.

How long should an introduction be? Like any speech, long enough to include what needs to be said and as short as possible. On a more practical note, a good rule of thumb is that the introduction should be 10% of the length of the speech, 5% for longer speeches.

For a Toastmasters speech, the speaker's biographical information is not as important as for a speech outside of Toastmasters. Members of a club usually know each other. The real purpose of the speech is usually the same: to practice speaking. However, there is often background information about the speaker specific to the topic that the club members might not know, perhaps what led the speaker to choose this topic.

For Toastmasters, the main thing the audience needs to know is the manual project's objectives. If the audience doesn't know the objectives, they can't learn by observing the techniques the speaker uses to meet those objectives.

Who should write the introduction? Usually the speaker should because they know the purpose of the speech and their relevant background information. However, if the speaker does not supply an introduction, the TMOTD can use the methods below to write an adequate introduction using the manual project, the presentation title and what they know about the speaker.

How long should the introduction be? For a 5-7 minutes speech, using the 10% guideline and 150 words/minute as a typical speech rate, the introduction should be 75-100 words.

It is usually best not to write a speech word-for-word, but the introduction should be. There is a lot of information in an introduction, too many details for the introducer to remember or

ad-lib. The introduction should be given to the introducer ahead of time so they are not reading it cold when introducing the speaker.

What should you do with your introduction? The online agenda on the club website provided by FreeToastHost is an excellent way to coordinate the agenda. This webpage allows the speaker to enter the introduction along with the title and the manual project. Only the speaker and the TMOTD can see the introduction. The information can also be printed. There is an easily missed icon above the Introduction text box for printing a page, in a large font, with the project, time, title and introduction.

A screenshot of the FreeToastHost online agenda form. The form is titled "Speaker #1" and shows a "Manual / Speech / Time" section with a dropdown menu for "SPEAKING TO INFORM: (4) A Fact-Finding Report (5-7 min; 2-3 min C)". Below this is a "Speech Title" field containing "Meetup.com for Toastmasters Clubs". There is a "Speech Introduction" field with a "Print" icon to its left. At the bottom, there is an "Update Speech Details" button. The form also shows a "Role filled by" field with "Linda Mann, DTM" and a timestamp of "11:41".

## The Three Keys to Constructing a Complete & Concise Toastmasters Speech Introduction

The introduction should include the Presenter, Project, and Presentation, although not necessarily in that order. And, since an introduction is also a speech, it should contain an opening and conclusion.

**Opening:** An attention getting statement. This can be part of the Person, Project or Presenter section or it can stand alone.

**Presenter:** The name of the presenter, background information about them pertinent to the presentation, and optionally a sentence or two of general biographical information.

**Project:** The manual title, project title and the objectives of the project. You will probably need to abridge the wording of the objectives.

**Presentation:** A little bit about the speech. Don't try to summarize the speech and don't give away any surprises.

Only use enough information to pique the interest of the audience and prepare them to listen.

Conclusion: A sentence or two indicating that the introduction is over and calling on the speaker. It should restate the speaker's name as they are called on. Stating their name indicates that you are handing control of the meeting to them, so put their name in the last sentence and as near the end as possible.

## A Sample Toastmasters Speech Introduction

Opening Have you ever wondered what makes Bob Roberts tick? Presenter Bob recently became the manager of The Jewelry Store, but before that he spent 15 years repairing watches. Project Today, Bob will present Competent Communicator project 10, "Inspire Your Audience". The goal of this project is to present an inspirational speech that motivates an audience to improve personally, emotionally, professionally or spiritually. Presentation Bob will tell us how those many years repairing watches gave him great insights into life that made him the man he is today. He will encourage us to look to our own jobs for the inspiration to be our best. Conclusion Please join me in welcoming Bob as he presents "Just Like Clockwork".

Use this simple method, you can quickly write an effective introduction for your next speech to properly prepare the audience to get the maximum benefit from your presentation. Try it for your next speech and see the difference that a good introduction can make.

This was found on another Toastmasters website written by: Wayne Goode, ACG, ALB

**Google Doc's sheet below and website is below that!**

Yellow Highlight Roles qualify for Leadership Manual Credit!											
	A	B	C	D	E	F	G	H	I	J	K
1	Yellow Highlight Roles qualify for Leadership Manual Credit!			Simi Valley Toastmasters Roles signup Sheet		Yellow Highlight Roles qualify for Leadership Manual Credit!	Simi Valley Toastmasters Roles signup Sheet				
2											
3		5-4-2017	5-11-2017	5-18-2017	5-25-2017		6-1-2017	6-8-2017	6-15-2017	6-22-2017	6-29-2017
4	THEME	Cars Cars Cars	Music	Good Fortune		THEME	Super Heros				
5	Toastmaster	Biswanath Dash	David Cordero		Brent de Ruyter	Toastmaster	Pawan Gupta	Ronica Dash	David Cordero		
6	Table Topics Master	Hilary Freed	Maryann Baum	Chris McDonald		Table Topics Master	Hilary Freed		Ronica Dash		
7	Pledge & Inspiration	Hilary Freed	Chris McDonald	Maryann Baum	Michelle Reed	Pledge & Inspiration	Alan Mann				
8	Ah Counter	Tracy Spinella	Hilary Freed	Joy Gaylord	Maryann Baum	Ah Counter				Ronica Dash	
9	Timer	Maryann Baum	Ronica Dash	Hilary Freed	David Cordero	Timer	Maryann Baum				
10	Trophy Master	Michelle Reed	Tracy Spinella			Trophy Master					
11	General Evaluator	David Cordero	Brent de Ruyter	Ronica Dash	Ronica Dash	General Evaluator		David Cordero			
12	Grammarian	Chris McDonald	Michelle Reed	Alan Mann	Pawan Gupta	Grammarian					
13	Radar Person	Joy Gaylord	Chris McDonald	David Cordero		Radar Person		Maryann Baum			
14	Humorist	Maryann Baum	Biswanath Dash	Joy Gaylord		Humorist					
15	Speaker #1	Ronica Dash (CC8)	Alan Mann	Brent de Ruyter	Tracy Spinella CC 10	Speaker #1	Nazir	Chris McDonald (tentative)	Alan Mann	Brent de Ruyter	
16	Speaker #2	Brent de Ruyter		Biswanath Dash	Alan Mann	Speaker #2	Ronica Dash (CC 9)	Alan Mann		Biswanath Dash	Ronica Dash (CC 9)
17	Speaker #3				Hilary Freed	Speaker #3					
18	Back up Speaker					Back up Speaker					
19	Evaluator #1	Pawan Gupta	Joy Gaylord	Tracy Spinella		Evaluator #1					
20	Evaluator #2	Alan Mann				Evaluator #2					

The next time our VP of Education asks for a grammarian, volunteer and if you are stuck with what to use as a word, do your research on the website, dictionary.com and possibly use the word of the day for that day.

If you want to volunteer for next week, go to: <https://docs.google.com/spreadsheets/d/1BI5mRWS4c64HRDkqGWk9IsdPK4xRhPbWwt91o7jIVk8/edit#gid=0>

or email Biswanath Dash, CC, CL at: [biswanath.276@gmail.com](mailto:biswanath.276@gmail.com)

Learn Listening, Leadership & good Communication right here at **Simi Valley Toastmasters!**

If you want to view roles for our meeting go to our website; Login and then go to: [http://simivalleytoastmasters.toastmastersclubs.org/Meeting\\_Roles\\_\\_Descriptions\\_\\_ah\\_counter\\_\\_grammarian\\_\\_radar\\_person\\_\\_Toastmaster.html](http://simivalleytoastmasters.toastmastersclubs.org/Meeting_Roles__Descriptions__ah_counter__grammarian__radar_person__Toastmaster.html) or the Toastmaster website: <https://www.toastmasters.org/Membership/Club-Meeting-Roles>

The Theme for Thursday, May 18, 2017 is **"Good Fortune."**