



Word from the editor

Dear Toastmasters,
Dear Friends of Toastmasters,



Now it is official and our new CC, Monika Nagel was - although a little bit surprised by being called to the lectern - honoured with a CC-pin.

But that was not the only highlight at the last Toastmaster meeting. Renate led through a very creative table topics session and we heard this time 3 speeches.

Anita told us about her real estate and following holiday in Costa Rica. I have never been there, so it was very interesting to learn more about this country.

After that we stuck to traveling with our travel expert Travis. He told us about the main difference between travellers and tourists. And as he said, being a tourist must not only be boring. I could easily cope with one week at the Maldives, just reading a book, sipping cocktails and doing nothing at the beach.

And then Peter talked about the psychology of persuasion. That is an ability, you might not need to persuade somebody to go on the holiday at the Maldives, but there are many other areas in private and business life, where this psychology might be of great help!

I enjoyed the meeting a lot and I am already looking forward to the next one. But please do not forget, that we will meet at Café Griensteidl.

Best regards, Andrea Hierman

Second Test Meeting

Please, don't forget that the next meeting will take place at May 6th, 2008 at

**Café Griensteidl
Karl-Krauss-Saal
Michaelerplatz 2, 1010 Wien**

Toastmasters & WWW

[Homepage Vienna Toastmasters](#)

[Toastblog](#)

[Toastmasters International](#)

 [Speaker's Bureau](#)

If you have any questions, ideas, suggestions for improvement, we would love to hear from you. Please find below the names of the executive committee (period 2007/2008).

Niko Viramo	(President)
Megan Castek	(VP Education)
Martha Auer	(VP Membership)
Christian Halter-Koch	(Treasurer)
Andrea Lapitza	(Secretary)
Ivan Berlakovich	(Sergeant at Arms)
Andrea Hierman	(VP Public Relation)

We meet

1st + 2nd + 3rd Tuesday
every month

Hotel Mercure Biedermeier, room „Ziererstube“
1030 Landstr. Hauptstr. 28, Tel: +43 1716710
from 7-10 pm (incl. 1 hour dinner break)

All guests are welcome to join us and experience, what's Toastmaster's all about!

But please check the internet for the location, as we want to check out other locations in the future!

Just show up at the next meeting, or mail to

[toastofvienna@yahoo.com!](mailto:toastofvienna@yahoo.com)





Club business

Division Conference at UNIKUM Erlangen

April 26th, 2008

The Division Conference takes place on April 26th, 2008 in Erlangen. You can find more information at the [registration homepage](#) as well the registration form. The registration fee is only EUR 15,- so don't miss the chance and register until April 22nd, 2008.

Agenda

12:00 – 17:00	Divison D Conference
12:00 – 12:30	Opening and Keynote by Division D Governor Nayantara Majumdar
12:30– 13:00	Workshop
13:00 – 13:15	Judges' and Contestants' Briefing
13:15 – 14:15	EVALUATION Contest
14:15 – 14:45	Break
14:45– 15:15	Workshop
15:15 – 15:30	Judges' and Contestants' Briefing
15:30 – 16:30	INTERNATIONAL Speech Contest
16:30 – 16:45	Break
16:45 – 17:00	Presentation of Awards, Closing
18:00 – 23:00	TM Evening out!

District Conference Prague)

May 16th - 18th, 2008



Toastmasters District 59 Spring Conference 2008 • Prague, Czech Republic

You can register for the District Conference in Prague under the following link: <http://www.bohemiantoastmasters.org/conference/>

Price Packages

Full (entire conference) late (from Apr 17, 2008):	€ 165,-
Guest (Saturday afternoon (no lunch) and Gala evening incl. dinner):	€ 75,-

Travel Expenses

As decided by the Executive Committee every participating member will receive EUR 50,- for covering a part of the travel expenses to the District Conference in Prague 2008.

Monika was so kind to check the prices for train tickets. The price for a ticket is EUR 98,40 per person + EUR 6,00 for seat reservation.

But there is a special traif for groups (6 persons and more). The price then is EUR 67,40 + -EUR 6,00 for seat reservation.

So please let [Monika](#) or [me](#) know, if you would like to join our group (of currently 3 travellers).



Our vision

Vienna Toastmasters exists to empower its members to achieve full potential, both professionally and personally.

We strive for continuous improvement in our communication and leadership skills, thereby empowering our members to embrace dynamic changes and giving them a courage to be successful leaders.

It is our vision to become the leading Toastmasters club in Europe!

Our **CORE VALUES** are integrity, dedication to excellence, service to the member, and respect for the individual.

Our mission

The Mission of the Vienna Toastmasters Club is to provide a friendly, positive and creative atmosphere; where members actively participate to improve their thinking, listening, speaking and leadership skills.

Effective, well organized, productive meetings are conducted in a lively, fun-filled manner.

Members are challenged to achieve and surpass their personal goals through constructive evaluation and feedback promoting improved self-esteem, confidence and personal growth.

Guests and new members from the community are always welcome.

MISSION POSSIBLE

Distinguished club program

Goals to achieve until June 2008

Following are the goals we should strive to achieve during the year.



Distinguished Club Program and Club Success Plan

goal #	status	who has achieved
2 CCs	✓	Annette Hexelschneider, Monika Nagel
2 more CCs	0	
1 ACB, ACS or ACG	0	
one more ACB, ACS or ACG	0	
1 CL, ALB, ALS or DTM	✓	Renate Dorner (CL)
one more CL, ALB, ALS or DTM	✓	Günther Aschenbrenner (CL)
4 new members	✓	Wolfgang Löber, Royce To, Anita Himmelsberger, Alexander Rueprecht
4 more new members	✓	Bettina Kirnbauer, Anna Steinhardt, Zoltan Vador, Karl Biedermann, Laurenz Trawnicek, Travis Pittman, Susan Perkins, Harald Mattenberger, Claudia Holm, Snezana Milic, Matanat Rahimova
4 officers trained twice a year	1	
Membership dues renewal report and club officer list submitted on time	✓	
At least 20 members OR and net growth of at least 5 new members	✓	

Recognition

5 goals achieved: **Distinguished Club**
 7 goals achieved: **Select Distinguished Club**
 9 goals achieved: **President's Distinguished Club**

CC *Competent Communicator*
 ACB, ACS, ACG *Advanced Communicator Bronze, Silver or Gold*
 CL *Competent Leader*
 ALB, ALS *Advanced Leader Bronze or Silver*
 DTM *Distinguished Toastmaster*



Participants of this meeting

 Günther Aschenbrenner	no foto available Martha Auer	 Ivan Berlakovich	 Renate Dorner	 Christian Halter-Koch	 Andrea Hierman
 Anita Himmelsberger	 Elisabeth Kummer	 Andrea Lapitza	 Wolfgang Löber	 Monika Nagel	 Susan Perkins
 Travis Pittman	 Mario Pototschnik	 Rolf Rehe	 Peter Sicher	 Royce To	

If there is no photo above your name, please send it to me: andrea.hierman@alconlabs.com.

Guests:

Biljana Spirovski





Meeting details

Functions

TM of the evening: Andrea L.
 Table Topic Master: Renate
 General Evaluator: Rolf
 Timer: Ivan
 Grammarian: Susan
 Ah-Counter: Liz/Royce
 Video Master: Andrea H.
 Ballot Counter: Martha
 Joke Master: Christian H.
 Evaluator: Mario
 Monika
 Susan

Word of the day

ductile

easily led, tractable

example:

he is so ductile, that anyone can change his opinion.

Who used the word of the day:

Rolf, Andrea L.

Table Topics

Creativity

Prepared Speeches



Title	Project/Manual	Name	evaluated by
Costa Rica	C2	Anita	Mario
Travellers versus Tourists	C2	Travis	Monika
Psychology of persuasion	A2	Peter	Susan

AND THE AWARDS GO TO ...

Best Speaker: **Travis**
 Best Table Topic Speaker: **Rolf & Wolfgang**
 Best Evaluator: **Susan**





This & that

Giving Impromptu Speeches

Have you ever had work commitments keep you from practicing a speech? Have you ever been asked to speak for someone at the last minute? When I started my consulting practice and became a father of twins in the same year, I often found myself lacking time to prepare and practice my speeches.

One of my evaluators wisely pointed out that it is not how *long* you prepare for a speech, but how *efficiently* you prepare. If you learn how to refine your preparation and delivery skills, you *can* deliver a great impromptu speech from your own foundation of knowledge and personal style. I would like to share with you some of the tricks I have learned about this important skill from my own recent „trials by fire“:

Don't quit your day job.

Your day job in Toastmasters is preparing, practicing, and delivering *manual* speeches. You should attempt impromptu speaking only after you have completed a number of manual speeches and are already comfortable as a speaker. By this time you should know your natural style and the skills needed for successful impromptu speaking. *Speeches in the beginner's manual should never be performed impromptu the first time.* Each manual speech is focused on the development of a particular skill. Giving these speeches impromptu is like trying to learn calculus without knowing how to add. If you find that your speeches are becoming increasingly impromptu, you may need to reexamine your business and personal priorities.

Know your natural style.

Impromptu speaking is much easier if you know your own natural speaking style. I discovered my natural style on my fourth or fifth manual speech. I discovered that I can easily tell short, humorous stories of things that have happened to me. As a result, my best speeches are those that consist of stories which come from my heart. What is your natural style?

Use positive self-talk.

My early impromptu speeches were hobbled by negative self-talk. My inner voice kept telling me that I was inadequately prepared and was destined

to falter. When I hit the stage, I focused on my self-consciousness instead of the audience, and guess what - I faltered. I turned around this self-talk by realizing through evaluations that I was speaking to *friends* who enjoyed my personal stories, and who often did not notice when I forgot a point I wanted to make. Suddenly, I found myself connecting with my audience, as if I was talking with each one of them personally.

Make a point.

Even when you give an impromptu speech, you need structure. The classic „opening, body, and conclusion“ falls in place if everything you say relates to a point which you reveal at the end. For example, I recently gave a speech about a family vacation to visit relatives. I opened by saying how much we needed the vacation to escape from work and stress at home. Then I created a body by telling stories like how we stayed in a converted garage which seemed more like a cave, and tried to sleep on a leaky air mattress. Finally, I told how relieved we were to return home, where I drove home my point: a vacation is not so much an escape as it is an opportunity to appreciate what you already have. By making a point, I turned what could have been a boring recitation of a family vacation into a funny story with a memorable lesson.

Avoid using notes.

An impromptu speech is like a flash flood - it goes where it wants to. If you only have ten minutes to create your notes, you are bound to come up with better ways to express your ideas while you are speaking. Trying to force your speech back to your notes is at best awkward and at worst will throw you completely off track. Abandon your notes, and let the rest of your speech flow from your heart. If you must use notes, they should contain only the point you wish to make, plus a couple of words to trigger any stories you wish to tell.

Deliver it as if you've practiced it many times.

Don't reveal beforehand that your speech is impromptu. This will undermine your audience's reception of your speech before

you even begin. Approach the audience with confidence, as if you've practiced many times before. Deliver it with vigor and confidence, letting your ideas flow as if you are talking to friends. Present your conclusion as if you're revealing something very important. Prepare yourself for the praise you receive when your evaluator reveals that this speech was impromptu!

About apologies: When you're in the spotlight, do not apologize for nervousness, lack of preparation, missing functionalities, or poorly run meetings. The spotlight will turn immediately toward the very flaw you are trying to overcome. I've seen too many cases where a perfectly good speech or meeting was ruined because a problem which otherwise would have gone unnoticed, became the foremost thought of the audience. Let the evaluator or general evaluator judge the severity of any errors you make and point them out at the appropriate time.

Be willing to cut it short.

Sometimes you'll have covered only half your thoughts, and you'll find a great way to end your story, right there. If you think you're close to the green light, cut to the conclusion! Even though I have to force myself to drop things I wanted to say, my speeches are much better when I dump unnecessary content in favor of a clean conclusion.

Tell your evaluator that your speech is impromptu.

Ask him to focus their evaluation on what you did to make your impromptu speech successful, and on suggestions that you can use to improve your impromptu speaking technique. It's OK for the evaluator to point out that impromptu speeches should be an exception in a Toastmasters club. It's not OK for the evaluator to chastise you for not spending more time preparing (unless you are making this a habit.) You may want to ask the General Evaluator to assign you an

found on
www.toastmasters.com, written
by Sean Sheedy