



# Navan Toastmasters Newsletter

17<sup>th</sup> January 2018

ISSUE 2

## Busy Bee by Colette McNeill

Sometimes when I'm busy and my head  
is almost dizzy

From wondering if I'll ere get through

All those things I have to do

A voice inside my head will suddenly  
exclaim

Hold on my dear what is the fuss

Why must you be in such a rush

You'll end up in a sorry state

If you keep going at this rate

So give yourself some time to muse

Then your brain you won't confuse

Better still just sing a song

Then You'll really jog along



## Evaluation by Anne McFarland

An evaluation is simply an opinion of what you, as an individual, liked and what you would recommend. You are not acting in the capacity of a judge. You are not giving the collective opinion of Navan Toastmasters. It is just your opinion of a particular speech. You need no special knowledge to evaluate.

Before the meeting, look up the project that the speaker is presenting. Read the whole project and in particular concentrate on the objectives

Thus, an ice breaker should comment on what skills, in their opinion, the new speaker is starting out with. The evaluator should not be requiring that the speaker uses vocal variety, visual aids or body language. All

that comes later. You are simply giving your opinion on whether the speaker met the objectives of their project.

An evaluation is a speech. The General Evaluator is in control of this part of the meeting so you address Mr. Gen EV..... Remember also to address the audience and the speaker. As in all speeches, the evaluation should have a beginning, middle and end. For the middle I suggest commend commend (praise) recommend. Quote from the speech to make a point but do not regurgitate the whole speech. The tone of the evaluation is also important. If it is harsh, it will not motivate the speaker and might even cause them to leave the club. The end of the evaluation is vital. How you finish your evaluation determines whether A SPEAKER WILL BE MOTIVATED OR NOT. Even if a speech is poor, find the positive points on which the speaker can begin to build. You could finish by pointing out a particular part, no matter how small, that you really liked. Note any improvement. Offer congratulations

## The Christmas Bash

I really enjoyed our Christmas Dinner on the 20<sup>th</sup> of December. There were 16 attendees and everyone threw themselves wholeheartedly into enjoying the night. Joe was Toastmaster and introduced our After Dinner Speaker Anne Mc Farland who regaled us all with the antics of the club members





Kieran will be doing an article for each issue on how to carry out different roles at meetings.

**The Role of the Wordmaster**

The Wordmaster selects and defines the "Word of the Day" offering the audience an opportunity to increase their vocabulary. The Wordmaster gives an example of how the word can be used in a sentence. It is a good idea to carefully choose a word that can be used in everyday language.

Before the Meeting

The Wordmaster prints the word and then places this for all members to see

During the Meeting



Discuss the purpose of the word. Present the word, the definition and the word's usage in a sentence.

Encourage all participants to use the word when they are speaking.

During the meeting, record how many times the word is used.

Towards the end of the meeting, the General Evaluator will call on the Wordmaster. Be prepared to stand and say how many times it was used, who used it .

Time

This is not timed but limit your presentation

To 1-2 mins



*The Toastmaster Magazine has an article on when You are Toastmaster for the First time. It's worth reading.*

If you would like to contribute to the Newsletter or say what you would like to see in it, let me know. My email address is patcfoley@yahoo.ie