

EASY-SPEAK 101

Biju Arayakkeel, CC
2ChangeU Toastmasters Club



EASY-SPEAK.ORG HOME PAGE

easy-Speak - 2 Change U

Welcome back Biju Arayakkeel [BijuA]



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Welcome BijuA

Links:
2 Change U
Plano Fun Masters
Richardson Evening
Toastmasters

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Organisation
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Home <Edit page layout>



Looking to improve your speaking and leadership skills? Ignite your career? Gain the confidence to speak up?

You've come to the right place. Since 1924, Toastmasters International has helped more than 4 million people just like you, from around the world, become more confident speakers and leaders.

Toastmasters International is a world leader in communication and leadership development, with more than 270,000 members in over 13,000 clubs in 116 countries. This network of clubs and their learn-by-doing programme are sure to help you improve.

Toastmasters will give you the skills and confidence you need to express yourself effectively in any situation. Whether you are a professional, student, stay-at-home parent or retired, Toastmasters is the most efficient, enjoyable and affordable way of gaining great communication skills. You'll learn how to:

- Formulate and express your ideas effectively
- Be more persuasive and confident when giving presentations
- Improve your one-on-one dealings with others

Don't delay! Become the speaker and leader you want to be. Confident, charismatic leaders weren't born that way. As you progress in Toastmasters, you'll get to practice your skills by organising and conducting meetings and motivating others to help you. Become a better negotiator. Gain trust. Inspire your team.

Visit our next meeting - guests are most welcome. You won't regret it!



The Toastmasters Mission A statement of shared values

Every Toastmasters club shares the same mission, clearly defined in the following mission statement:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater selfconfidence and personal growth.

Through this mission, each Toastmaster gains a clear understanding of the club's purpose, and the organization as a whole benefits from a shared set of values and goals.

973

Why Not Join Us!

When do we meet?
Meet and Greet 7:00 to 7:14. Meeting starts precisely at 7:14.

Where do we meet?
PLANO FAMILY YMCA
3300 McDermott Rd
Plano, TX 75025
(214) 705-9459

Be a guest at our next meeting!
30 Jun 15 at 7:00 pm

Open to all

Contact the President
 email

Daytime Phone
817 690 6594
Cell
+0 817-690-6594

Download a
TMI Application Form

Club Affiliations

2 Change U
Club Number 5363

Area 24
Division F
District 50

- URL: www.easy-speak.org.
- You can access the easy-speak sites for the other clubs that you are part of from the “**Links**” section under your profile photo.



UPDATE YOUR PROFILE

My Participation ▾ My Communication ▾ This Club ▾ Go to ... ▾ Help Options ▾ **Profile ▾**

My User Profile

Registration Personal Preferences Communication Images Attachments Toastmasters

Registration Information - Bijua

Items marked with a * are required unless stated otherwise.

Username: *	<input type="text" value="Bijua"/>
E-mail address: *	<input type="text" value="abijubabu@gmail.com"/>
Current password: * <small>You must confirm your current password if you wish to change it or alter your e-mail address</small>	<input type="password"/>
New password: * <small>You only need to supply a password if you want to change it</small>	<input type="password"/>
Confirm password: * <small>You only need to confirm your password if you changed it above</small>	<input type="password"/>

- Click on **Profile->Profile** to view your personal details.
- Verify your data under all the tabs and update as needed. Change Personal details under **Personal** Tab.
- Change your password under **Registration** Tab & Upload your profile picture under **Images**.
- View the list of toastmaster clubs that you are connected with under **Toastmaster** Tab.

E-MAIL A CLUB OFFICER/MEMBER



Welcome Bijua

Links:
2 Change U
Plano Fun Masters
Richardson Evening Toastmasters

2 Change U
(Vice President Education)
Support e-S
Last contribution: Never

- My Participation
- Meeting on 21 Jul
- Scheduling & VPE Tasks
- Member Statistics
- My Communication**
 - Discussion Forum
 - Club Mass E-mail...
 - Photo Album
 - Send Msg to President
 - Send Msg to Treasurer
 - Contact Other Members...
- Membership Management
- Organisation
- Site Navigation

Member			
Biju Arayakkeel, CC	✓	Y	N ?
Gordy Alexander	✓	Y	N ?
Tony Chike	✓	Y	N ?
Charlotte Cline	✓	Y	N ?
Dolores Corpuz	?	Y	N ?
April Emmert-Maguire, DTM	✗	Y	N ?
Kuomu Fan	✗	Y	N ?
Frank Gustafson	✓	Y	N ?
Thameez Haja	✓	Y	N ?
Richard Judd, CC	✗	Y	N ?
Arundati Karthik	✓	Y	N ?
Komal Kumarkar	?	Y	N ?
Jaider Lima	?	Y	N ?
Mukund Onkar, CC	?	Y	N ?
Putlur Ramana	✓	Y	N ?
Mauricio Rodriguez	?	Y	N ?
Lucio Romero, CC	✗	Y	N ?
Sandeep Shrivastava	?	Y	N ?
Sachiyo Smith	✓	Y	N ?
Ramon Van	?	Y	N ?
Pradeep Yanala	✓	Y	N ?
Daisy Yu, ACB CL	✗	Y	N ?

Inactive Member [Hide]

Nidhi Bajaj ✗ Y N ? 14 Jul 15

Club Officer [Hide]

Sharri Abii, CC ALB ✓ Y N ? 14 Jul 15

Marty Gallagher, ACS ALB ✓ Y N ? 14 Jul 15

Ann Nunnally, ACB ALB ? Y N ? 14 Jul 15

Guest Speaker [Show]

Role	CL	Presenter
1st Speaker	CL#4	✓ Putlur Ramana TBD Competent Communication Manual #1 - The Ice Breaker (4:00-6:00 min) Speak before an audience; Use existing speaking skills; Introduce self to fellow club mem
2nd Speaker <small>Previous Evaluators Richard Ju 16 Jun 15 Sharri Ab 26 May 15 Katherine St 19 May 15</small>		✓ Biju Arayakkeel, CC What goes around comes around Storytelling #4 - The Touching Story (6:00-8:00 min) Arouse emotions while telling the story. Introduction: In everyday life, we meet lots of people. Some needs our help. , be in need of their...
3rd Speaker <small>Previous Evaluators Sharri Ab 30 Jun 15 Dolores Co 26 May 15 Marty Ga 16 Sep 14</small>		? Marty Gallagher, ACS ALB Notes Speaking to Inform (2006) #2 - Resources for Informing (5:00-7:00 min) Presentation at audience's level of knowledge; Major points supported by explanation, ex gathered in research; At least one visual aid effectively used to enhance the audience's ui
General Evaluator		✓ Sharri Abii, CC ALB
1st Evaluator	CL#1	✓ Charlotte Cline
2nd Evaluator	CL#2	✓ Gordy Alexander
3rd Evaluator	CL#1	? Dolores Corpuz
Ah Counter	CL#1	? Mauricio Rodriguez
Grammarian	CL#2	✓ Sachiyo Smith
Jokemaster		? Sandeep Shrivastava
President		✓ Frank Gustafson
Sergeant at Arms		✓ Tony Chike
Table Topic Master	CL#4	✓ Pradeep Yanala
Timekeeper	CL#4	✓ Thameez Haja
Toastmaster	CL#7	✓ Frank Gustafson
Vote Counter		✓ Arundati Karthik

75% of roles confirmed on time

- Click on **My Communication** panel and use the links to directly communicate to the club officers/members.
- When **Contact Other Members** link is selected, the club member list will be displayed. Click on the **Email** button on the right side of the club member you would like to send a message to.
- Type the message and send the email.

PLAN FOR A MEETING

SIGN-UP FOR A MEETING

[Previous](#)

2 Change U

Next

[meeting](#)
[agenda](#)

Watch this meeting for changes
E-mail meeting to a friend

Venue: **PLANO FAMILY YMCA** (Click here for a map)

Word of the Day: **Not Yet Chosen**

Meeting Theme: **TBA**

[Edit Meeting Text]

Tuesday 18th August 2015 at 7:00 pm

Toastmaster Meeting - 1 Hour, 23 Mins

I WILL / WILL NOT attend this meeting

[add user](#) [badges](#) [email](#)

[detail](#) [agenda](#)

The agenda detail will be available in 28 Days

4 assignment e-mails pending. Send 'Third e-mail' when you have finished assigning roles

Confirm Attendance		Show # of Roles
Member		
Biju Arayakkeel, CC	? Y N ?	23 Jun 15
Gordy Alexander	? Y N ?	23 Jun 15
Nidhi Bajaj	? Y N ?	23 Jun 15
Tony Chike	? Y N ?	23 Jun 15
Charlotte Cline	? Y N ?	23 Jun 15
Dolores Corpuz	✓ Y N ?	02 Jun 15
Tim Cunningham	? Y N ?	16 Jun 15
April Emmert-Maguire, DTM	? Y N ?	07 Apr 15
Kuomu Fan	? Y N ?	09 Jun 15
Frank Gustafson	✓ Y N ?	23 Jun 15
Thameez Haja	? Y N ?	23 Jun 15
Richard Judd, CC	? Y N ?	16 Jun 15
Arundati Karthik	? Y N ?	16 Jun 15

Sign Up for Roles	
1st Speaker Sandeep Shrivastava TBD <i>Competent Communication Manual #2 - Organise Your Speech (5:00-7:00 min)</i> Strong opening and conclusion; Outline that can be followed and understood; Clear message with supporting material; Appropriate transitions.	<input type="checkbox"/> Accept
2nd Speaker Charlotte Cline TBD <i>Competent Communication Manual #4 - How to Say It (5:00-7:00 min)</i> Words and sentence structure communicates the ideas clearly, accurately and vividly; Rhetorical devices enhance and emphasize ideas; No jargon or unnecessary words; Correct grammar used.	<input type="checkbox"/> Accept
3rd Speaker Frank Gustafson tbd <i>Storytelling #1 - The Folk Tale (7:00-9:00 min)</i> Tell a folk tale that is entertaining and enjoyable for a specific age group; Use vivid imagery and voice to enhance the tale.	<input type="checkbox"/> Accept
General Evaluator 1st Evaluator	<input type="checkbox"/> Accept

- Navigate to the Monthly Calendar via **Meetings->Calendar** and select the date for the upcoming meeting.
- Mark your attendance by clicking on the **Thumbs Up** button. If you cannot make it for a meeting, use the **Thumbs Down** button.
- Try to mark your attendance as early as possible before the meeting. This helps the VP of Education to assign roles and help you in completing your Competent Leadership Manual.

ACCEPT A SPEAKER ROLE

Hide Speech Details

Sign Up for Roles

Save

Role	CL	Presenter	Accept
1st Speaker <i>Previous Evaluators</i> Nidhi Ba 16 Jun 15	CL#5	Pradeep Yanala TBD <i>Competent Communication Manual #2 - Organise Your Speech (5:00-7:00 min)</i> Strong opening and conclusion; Outline that can be followed and understood; Clear message with supporting material; Appropriate transitions.	<input type="checkbox"/>
2nd Speaker <i>Previous Evaluators</i> Richard Ju 12 May 15 Gordy Al 21 Apr 15 Marty Ga 17 Mar 15	CL#5	Dolores Corpuz Public MicroEmeny # 1 <i>Competent Communication Manual #7 - Research Your Topic (5:00-7:00 min)</i> Collect information from numerous sources; Carefully support the points and opinions with specific facts, examples, and illustrations gathered through research. Introduction: Dolores will talk about a ferocious enemy that has caused pain and suffering of mankind most heavil...	<input checked="" type="checkbox"/>
3rd Speaker <i>Previous Evaluators</i> Gordy Al 21 Jul 15 Richard Ju 16 Jun 15 Sharri Ab 26 May 15		Biju Arayakkeel, CC Easy-Speak 101 <i>Speaking to Inform (2006) #1 - The Speech to Inform (5:00-7:00 min)</i> Select new and useful information; Organize for easy understandability and retention; Motivate the audience to learn. Introduction: Easy-Speak adoption was one of the best decision our previous officers made to help our club automa...	

- Accept a speaker role assigned for the upcoming meeting by clicking on the **Thumbs Up** Button. Reject the role using the **Thumbs Down** Button.
- Make sure that the Competent Leadership (CL) Manual Task # is selected for the role being accepted. This will help you track the progress on CL Manual from 'My Participation->CL Manual Progress' Link..
- Work with VP of Education to plan for your speeches.


ACCEPT A LEADERSHIP ROLE

General Evaluator		Ann Nunnally, ACB ALB	<input type="checkbox"/>			
1st Evaluator		Arundati Karthik	<input type="checkbox"/>			
2nd Evaluator		Sachiyo Smith	<input type="checkbox"/>			
3rd Evaluator		Thameez Haja	<input type="checkbox"/>			
Ah Counter		April Emmert-Maguire, DTM	<input type="checkbox"/>			
Grammarian		Tony Chike	<input type="checkbox"/>			
Inspiration		Biju Arayakkeel, CC	<input checked="" type="checkbox"/>			
President		Frank Gustafson, CC	<input checked="" type="checkbox"/>			
Sergeant at Arms		Sachiyo Smith	<input type="checkbox"/>			
Table Topic Master		Sandeep Shrivastava	<input type="checkbox"/>			
Timekeeper		Mukund Onkar, CC	<input type="checkbox"/>			
Toastmaster		Charlotte Cline	<input type="checkbox"/>			
Vote Counter		Komal Kumarkar	<input type="checkbox"/>			

12% of roles confirmed on time

- Accept a particular role assigned for the upcoming meeting by clicking on the **Thumbs Up** Button. Reject the role using the **Thumbs Down** Button.
- These buttons are going to be available only against the role that was assigned to you.
- Make sure that the Competent Leadership (CL) Manual Task # is selected for the role being accepted. This will help you track the progress on CL Manual from 'My Participation->CL Manual Progress' Link.
- These roles are assigned to you by the VP Education or Toastmaster. Speak to them for any change in roles.


UPDATE THEME OF THE WEEK

Home ▾ Meetings ▾ My Participation ▾ My Communication ▾ This Club ▾ Go to ... ▾ Help Options ▾ Profile ▾ 

Public url for this Club
http://2changeu.easy-speak.org

easy-Speak
Help Desk Options for
July

LEARN






Welcome Bijua


Links:
2 Change U
Plano Fun Masters
Richardson Evening Toastmasters

2 Change U



Tuesday 30th June 2015 at 7:00 pm

Toastmaster Meeting - 1 Hour, 42 Mins
✓ I AM attending this meeting 


add user  badges  email

detail  agenda

Last on-line changes in 10 Hours, 0 Mins
You may accept a vacant role


roster  checklist  sp. intro

Previous **2 Change U** Next

meeting  agenda

Watch this meeting for changes
E-mail meeting to a friend

Venue: **PLANO FAMILY YMCA** (Click here for a map)





Word of the Day:  Splendiferous

Meeting Theme:

[Hide Meeting Text] [Edit Meeting Text]







Adj
Splendid; magnificent; fine. Extraordinary
Example: a splendiferous dinner

Save Confirm Attendance Show # of Roles

Member					
 Biju Arayakkeel, CC	✓	Y	N	?	23 Jun 15
 Gordy Alexander	✗	Y	N	?	23 Jun 15
I'm taking summer college classes and have a time issue along with working.					
 Nidhi Bajaj	✓	Y	N	?	23 Jun 15
 Tony Chike	✓	Y	N	?	23 Jun 15

Hide Speech Details

Sign Up for Roles

Role	CL	Presenter	Accept
 1st Speaker		✓ Sandeep Shrivastava 	✓ ✗
3 phases of my life 			
Competent Communication Manual #1 - The Ice Breaker (4:00-6:00 min) Speak before an audience; Use existing speaking skills; Introduce self to fellow club members.			
 2nd Speaker		✓ Sachiyo Smith 	✓ ✗
Previous Evaluators Thameez Ha 26 May 15			
The gift of six minutes 			

- Theme is typically suggested by the Table Topics Master of the Day.
- Theme will be updated by Table Topics Master or Toastmaster.
- Click on the Text field next to **Meeting Theme** and enter the Theme.

UPDATE WORD OF THE DAY

Home Meetings My Participation My Communication This Club Go to

Public url for this Club
<http://2changeu.easy-speak.org>

easy-Speak
Help Desk Options for July

LEARN

Welcome Bijua

Links:
2 Change U
Plano Fun Masters
Richardson Evening Toastmasters

2 Change U

Previous

meeting agenda

Watch this meeting for changes
E-mail meeting to a friend

Venue: **PLANO FAMILY YMCA** (Click here for a map)

Word of the Day: **Splendiferous**

Meeting Theme: A New Year... It's Time to Change YOU?

[Hide Meeting Text] [Edit Meeting Text]

Adj
Splendid; magnificent; fine. Extraordinary
Example: a splendiferous dinner

Save Confirm Attendance Show # of Roles

Member	Y	N	?	Date
Biju Arayakkeel, CC	✓			23 Jun 15
Gordy Alexander	✗			23 Jun 15
I'm taking summer college classes and have a time issue along with working.				
Nidhi Bajaj	✓			23 Jun 15
Tony Chike	✓			23 Jun 15
Charlotte Cline	✓			23 Jun 15

easy-Speak - 2 Change U :: Word of the Day [Tuesday 30th]

OK Delete Cancel

☒ Use your own "Word of the Day" Splendiferous Definition

☐ Select a word from the easySpeak library:

3 phases of my life

Competent Communication Manual #1 - The Ice Breaker (4:00-6:00 min)
Speak before an audience; Use existing speaking skills; Introduce self to fellow club members.

2nd Speaker

Previous Evaluators
Thameez Ha 26 May 15
Daisy Yu 07 Apr 15

Sachiyo Smith

The gift of six minutes

Competent Communication Manual #3 - Get to the Point (5:00-7:00 min)

Accept

- This task is to be performed by the Grammarian for the day. Select a word that is inline with the Theme of the day.
- **Step 1:** Click on + Sign near by label "Word of the Day". Select word and click on OK.
- **Step 2:** Once the word of the day is updated, click on "Edit Meeting Text"
- **Step 3:** Enter and format the definition of the "Word of the Day" and click on SAVE.


PLANNING YOUR SPEAKER / LEADERSHIP ROLES

REQUEST A SPEECH

The screenshot displays the 'Request a Speech' interface on the Toastmasters.org website. The left sidebar contains a 'My Participation' section with a red box around the 'Request a Speech...' link. The main content area shows a form for requesting a speech, including fields for Title, Workbook, and Preferred Dates. A table lists available workbooks, with 'Storytelling' and '#4 - The Touching Story' highlighted. An inset window shows the 'entertitle' form with a speech introduction text.

- **Step 1:** Click on **Request A Speech** on the left side navigation pane. Enter your speech title, speech introduction (*This can be entered any time before the meeting*).
- **Step 2:** Select the **Workbook/Speech**.
- **Step 3:** Select 3 preferred dates. Click on **SAVE**.
- Once VP of Education accept your speech request, accept the speaker role by clicking the **Thumbs Up** button as explained in the slide "Accept a Role".

VIEW COMMUNICATION PROGRESS

	Competent Communication Manual	29 Apr 14	24 Mar 15																																																																																																																																			
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Workbook History

Competent Communication Manual Mark Workbook as Complete

Assignment	Title	Speech Status
#1 - The Ice Breaker	Project 1 - The Ice Breaker "Date Conundrum - My Tryst With Dates" 	✔ Completed 29 Apr 14 Evaluator: Marty Gallagher
#2 - Organise Your Speech	Money, Money, Money 	✔ Completed 27 May 14 Evaluator: Shawn Mock, CC
#3 - Get to the Point	3Ps 	✔ Completed 24 Jun 14 Evaluator: Richard Judd
#4 - How to Say It	One Arabian Night and Two Pieces of Advice 	✔ Completed 26 Aug 14 Evaluator: Gordy Alexander
#5 - Your Body Speaks	A Transnational Communication Failure 	✔ Completed 30 Sep 14 Evaluator: Arundati Karthik
#6 - Vocal Variety	Beautiful Lessons 	✔ Completed 18 Nov 14 Evaluator: Frank Gustafson
#7 - Research Your Topic	Indian Movie Masala 	✔ Completed 06 Jan 15 Evaluator: Richard Judd
#8 - Get Comfortable With Visual Aids	Digital Photography - A Bird's Eye View 	✔ Completed 14 Oct 14 Evaluator: Ann Nunnally
#9 - Persuade With Power	How to be smart with your smart phone camera? 	✔ Completed 10 Feb 15 Evaluator: Anand Rao
#10 - Inspire Your Audience	Be Kind... Always... 	✔ Completed 24 Mar 15 Evaluator: Marty Gallagher

Speaking to Inform (2006)

Assignment	Title	Speech Status
#1 - The Speech to Inform	TBD  Eye Contact  Eye contact 	 Scheduled 25 Aug 15     1st Preference Date      1st Preference Date    
#2 - Resources for Informing	TBD  Tbd 	 Scheduled 22 Sep 15     1st Preference Date    
#3 - The Demonstration Talk	Simple Yet Powerful 	 Completed 19 May 15 Evaluator: Katherine Stimson, ACB, CL

- Click on **My Participation->View My Speech Progress.**
- The progress report will show
 - List of scheduled speeches on the top section.
 - Matrix for the all the workbooks that you are working on (CC, Advanced Series Manuals) in the middle section.
 - List of All the Speeches delivered by you in the bottom section.

VIEW LEADERSHIP PROGRESS













My Participation ▾ My Communication ▾ This Club ▾ Go to ... ▾ Help Options ▾ Profile ▾

Sign Up for Meetings
View my Speech Progress
View my CL Progress
Schedule Speeches

CL Progress [Biju Arayakkeel, CC] [Hide Details]

Save

(Click on name to record completed Leadership assignment)

Assignment	Completion Date	Verified?
1 Listening and Leadership Completed 04-Feb-15		
 Ah-Counter	✓ Completed 10 Jun 14	YES
 Speech Evaluator	✓ Completed 03 Jun 14	YES
 Grammarian	✓ Completed 03 Feb 15	YES
2 Critical Thinking Completed 24-Sep-14		
 Speech Evaluator	✓ Completed 08 Jul 14	YES
 General Evaluator	✓ Completed 23 Sep 14	YES
3 Giving Feedback Completed 10-Dec-14		
 General Evaluator	✓ Completed 09 Dec 14	YES
 Speech Evaluator	✓ Completed 07 Oct 14	YES
 Grammarian	✓ Completed 25 Nov 14	YES
4 Time Management Completed 02-Jul-14		
 Speaker	✓ Completed 27 May 14	YES
 Table Topic Master	✓ Completed 17 Jun 14	YES
 Timekeeper	✓ Completed 01 Jul 14	YES
5 Planning and Implementation Completed 01-Apr-15		
 Speaker	✓ Completed 26 Aug 14	YES

Leade
Goals

Projects
Weeks p

- Click on **My Participation->View My CL Progress**
- The progress report will show the status of Leadership Track activities along with the status.
- Make sure that you work with the VP of Education to work on roles that will help you in completing the Competent Leadership Tasks in a planned manner.

REFERENCES

Visit our club web page link

<http://www.2changeu.org/easy-speak-tutorials> to view the additional training information available on Easy-Speak Tool.

