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12 tips for Creating Effective Presentations

1. Start by framing the presentation. Identify the main messages you want to share and outline them at the beginning of the presentation. Use these main points for the segmentation of the presentation and make them the backbone of it.
2. Use a cover slide for the title, your name and affiliation. If you do so, you don't need to introduce yourself (the host does that anyways) and to read the title.
3. Start with a funny attention getter on the first slide and close the presentation with the same one. By making a circular presentation your message will be remembered more easily.
4. The title of each slide should be the main message of it, not a description of the slide.
5. Delete everything that's not necessary, such as design lines, logos etc. As Jean-luc Dumount says "nothing is neutral, if doesn't help, hurts your presentation".
6. Avoid animation. Animation distracts the audience.
7. Use one color for background and max. 2-3 colors for text. By using a simple color scheme the audience will be able to follow you more easily.
8. The text size should be big enough so you can read it easily when printed as 6 slides per page.
9. Add slide numbers so the audience will be able to make reference to them during the Q&A session.
10. Make backup slides for the Q&A session.
11. No need to thank the audience at the end of your presentation, they should thank you for giving the presentation.
12. Avoid technical problems by having your presentation in multiple formats such as pdf and ppt.

Contributed by Dragos Gherase.

**Happy Birthday
Dragos!
December 17th**

**Officer Elections
December 10th
Which officer
role will YOU
hold for the
next 6-month
term? Step up
to the
challenge!**



October Member of the Month – Joyce Burnett

November's SOS Member of the Month was chosen for enthusiasm and attention to detail.

Joyce earned her Competent Communicator award recently. Congratulations Joyce! She always exhibits such a great, engaged attitude during the meetings. When performing a functionary role, she is extremely conscientious of the details of the duty, preparing well in advance of the meeting. By being prepared, she completes those duties in an exemplary manner.

Meet Amanda Berg



Date joined SOS: 10/28/14

Hometown: Brentwood, CA

How long have you been in San Diego? 1 Year

Where do you work? CMG Financial

What do you like to do for fun? Workout, run, go to the beach, hang out with friends, and SHOP!

What is your favorite food? Chips and Salsa

What is your guilty pleasure? Taking naps, I can sleep for hours.

What is something about you we might not know? I am a natural redhead.

What do you like about Toastmasters, and why do you continue? I like Toastmasters because it allows me to get out my comfort zone and practice things I'm usually uncomfortable doing, like speaking in front of people.