

TONIC

AIM:

- To put the meeting on a bright, positive note and set the tone for the assignments to follow.
- To give you the opportunity to speak with humour.

PREPARATION:

Remember that great joke you heard recently - start practising so you don't forget the punch line!

If you have difficulty remembering jokes, canvas newspapers and magazines for amusing short stories.

ON THE NIGHT:

1. Be ready at the lectern when you are called to give your assignment. Remember you are setting the tone for meeting - be enthusiastic!
2. Acknowledge the meeting and commence your assignment. Conclude by acknowledging the Chairman.

SUGGESTIONS:

- A joke (remember it should be in good taste and not likely to cause offence)
- A humorous story or anecdote - perhaps about yourself, a family member, or friend
- An amusing article - Readers Digest, newspapers and magazines often have suitable short stories

POINT TO REMEMBER:

- This is a short but important assignment so make the most of your time - be theatrical, inspirational, funny, uplifting and sparkling. It is a chance to use your imagination!

TIMING:

1 - 2 minutes