

When You Are The SPEAKER

A major portion of each meeting is centered around three or more speakers. These speeches are based on manual project objectives and should last from five to seven minutes for the basic manual and eight or more minutes for the advanced manuals.

Preparation is essential to success when you are the speaker.

Prior to the Meeting

- ☐ Check the meeting schedule to find out when you are programmed to speak. In order to derive the most benefits from the program, plan to speak from your manual. Present the speeches in numerical order.
- ☐ Avoid giving speeches out of order. Before your meeting ask the General Evaluator who will be your Evaluator. Speak to your Evaluator and share with him or her which manual speech you'll be giving.
- ☐ Discuss with the Evaluator speech goals and personal concerns. Emphasize where you feel your speech ability needs strengthening. Remember to bring your manual to each meeting.

When You Enter the Room

- ☐ Arrive early. Check the microphone, lighting, etc. before everyone arrives. Protect yourself from all the problems that can ruin your talk.
- ☐ Sit near the head of the table for quick and easy access to the lectern.
- ☐ Carefully plan your approach to the lectern.
- ☐ Be sure that you give your manual to your Evaluator before the meeting starts.
- ☐ If you don't write your own speech introduction, make certain that the Toastmaster of the Day is prepared to give you a grand send-off.

During the Meeting

- ☐ Give your full attention to the speakers at the lectern. Try to avoid studying your speech notes while someone else is talking.

- ☐ When introduced, smoothly leave your chair and move to the lectern as planned.
- ☐ As you begin your speech, always acknowledge the Toastmaster and the audience (Toastmaster and guests).
- ☐ Plan your speech closing as carefully as your opening. It's the finishing touch that will bring on the applause. This is your last chance to reach your audience, and it is a notice that your talk is ending. Never thank your audience, but return control of the meeting to the Toastmaster of the Day. Always wait for him or her at the lectern, then return to your seat.
- ☐ During the evaluation of your speech, listen intently for helpful hints that will assist in building better future talks. Pay attention to the advice of other members on improvement.

After the Meeting

- ☐ Get your manual from your evaluator. At this time discuss any questions you may have concerning your evaluation to clarify any misinterpretations.
- ☐ Have the Educational Vice-President initial the Record of Assignment in the back of your manual.

Format for a Speech

Introduction

- A. Attention-getter
- B. Preview

Discussion

- A. Main points
- B. Arranged logically
- C. Supported with data

Conclusion

- A. Review
- B. Memorable statement