SPEAKER

Show your vocal verve!

Every speaker is a role model and club members learn from one another's speeches. Prepare and rehearse to ensure you present the best speech possible. Don't insult your fellow club members by delivering a poorly prepared speech.

It's best to begin writing and rehearsing your speech 2-3 weeks ahead of your scheduled date so that you have enough time to prepare. This will also help with NERVES!

The Competent Communicator (CC) manual speeches are usually 5-7 minutes (Ice Breakers are 4-6 minutes, and the 10th speech is 8-10 minutes). Advanced Communicator manual speeches are 5-7 minutes or longer depending upon the assignment.

Preparation before the meeting

- Check your club's meeting schedule regularly to find out when you are assigned to speak. Begin working on the speech at least two-three weeks in advance. That way, you have enough time to devote to research, organize, and rehearse.

- This is the time to contact your MENTOR and get valuable guidance and practice time!

- Confirm that you will be the **Speaker** that week with the person who is **Toastmaster** for that week as well as the Vice President of Education by providing your:
    - Speech title
    - Length of time
    - Manual and speech number
    - Objective of the speech
    - 2-3 introductory sentences about your background
    - If your speech is expected to go over the standard 5-7 minutes or requires special set-up, **you must let the Toastmaster know in advance.**

- Several days before the meeting, ask the Vice President of Education for your evaluator's name. Talk with your evaluator about your speech, but do not give specific content. Instead, discuss your speech goals and personal concerns. Let your evaluator know where you believe your speech ability needs strengthening, so he/she can pay special attention to those aspects of your presentation.

During the meeting

1. Bring your *Competent Communication* (CC) manual to the meeting.

2. Arrive 5 minutes early to give your CC manual to your **Evaluator** before the meeting begins and discuss any last-minute issues with him/her. Carefully plan your approach to the lectern and your speech opening.

3. **During the meeting, give your full attention to the speakers at the lectern**. Try not to study your speech notes while someone else is talking. Once introduced by the Toastmaster, smoothly and confidently leave your chair and approach the lectern. Shake the Toastmaster's hand, turn to the audience and say, "Madam/Mr. Toastmaster, fellow Toastmasters, and most welcomed guests" (if there are guests in the room) - and then proceed with your speech.

4. When you have completed your speech, it is time to return control of the meeting back to the Toastmaster. You do not need to say "thank you" to end your speech. Instead, conclude your speech on a strong note, nod and pause ... and say "Madam/Mr. Toastmaster." Wait at the lectern for the Toastmaster to return, shake her/his hand, and return to your seat.

5. Listen intently during your evaluation for helpful hints that will assist in building better future talks.

6. After the meeting, reclaim your manual from your Evaluator. Discuss any questions you may have concerning your evaluation to clarify and avoid any misinterpretations.

7. **Finally, have the Vice President of Education (VPE) initial the Project Completion Record in the back of your manual.**

After the meeting

- Reflect on how you did as a Speaker and implement any changes or improvements the next time you are a Speaker.

More Speaker information can be found by clicking here.

You'll enjoy a growing sense of confidence as you repeat these steps with new speech projects. Don't be afraid to do the work, enjoy the applause, and reap the educational benefits. Your courage will be rewarded!