

# When You are a Speaker



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- The following set of six slides is for your information, as background on what a Speaker is supposed to do during a meeting and how to best prepare for this role.
- Additional information is found in [A Toastmaster Wears Many Hats](#).
- These slides are just to help you prepare as a speaker.
- There is no need to show any of these slides while you are in an online meeting. They are just for your benefit.

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A major part of every Toastmasters meeting revolves around two or more scheduled speakers. Members prepare their speeches based on projects in Toastmasters Pathways learning experience or the current education program.

Giving a prepared speech provides an excellent opportunity to practice your communication and leadership skills, including planning, organization, and time management.

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## Prior to the Meeting:

- Check the meeting schedule for your time to speak.
- Begin working on your speech enough in advance to allow time for research, organization, and rehearsal. If you plan to give a speech based on a Pathways project, be sure to make use of the project checklist provided. It will give you a comprehensive overview of each step you need to accomplish to complete your project.
- Write a speech introduction or ensure that the Toastmaster of the meeting prepares one for you. For more information, see The Introducer section below.

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## Prior to the Meeting:

- Request the name of your evaluator. Depending on your club, you may need to contact the General Evaluator, Toastmaster, or vice president education for the information. Communicate with your evaluator about your project and the speech you will be presenting. If possible, email the evaluation resource for your Pathways project to your evaluator.
- Be sure to discuss your goals and any personal concerns about your speaking skills with your evaluator. Emphasize areas you are working on that you would like your evaluator to note.
- You may also choose to bring a printed version of your Pathways evaluation resource to your meeting. Evaluation forms can be found in your Base Camp, on the club [website](#) (You must sign in, and go to the agenda) or here under the letter 'E'. ([see Evaluations Forms](#) – downloadable).

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During to the Meeting:

- Arrive early (especially for an online) so you can check the microphone, lighting, and any props or equipment needed for your speech before everyone arrives. *And let the timer know your timing requirements.*
- Sit near the front of the room for quick and easy access to the lectern. Check you mic and video settings.
- If you have a printed version of your evaluation resource, or are working in the current education program, provide your evaluator with the resource or your manual before the meeting begins. (Try to email the evaluation form to your evaluator prior to the meeting). Or at least, have it ready to share with your online evaluator. ([All evaluations forms](#) – scroll down to Evaluation Forms - Downloadable (from D-25)).

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During to the Meeting:

- Give your full attention to the speakers at the lectern. Avoid studying your speech notes while someone else is talking.
- When introduced, walk with confidence to the lectern. *Or turn on your mic and video.*
- After you finish your speech, wait for the Toastmaster to return to the lectern before taking your seat.
- During your speech evaluation, listen for helpful advice that will assist you in delivering better speeches in the future
- During the COVID virus era: sign on with a muted mic and video; once online and when you feel ready, unmute your mic and enable your video. *Mute mic once you are done.*

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During to the Meeting:

- When your evaluator returns your written evaluation to you, ask him or her any questions you have about your scores or any written comments.
- Take a moment to review any evaluations or comments you receive from other club members in the form of written notes.
- Request feedback from club members on Base Camp and read through any feedback that has been posted.
- If you have completed all the requirements for a level and you are ready to move on, send the level completion request to your vice president education.
- When you complete a project in the current program, ask the vice president education to initial the Project Completion Record in your manual.