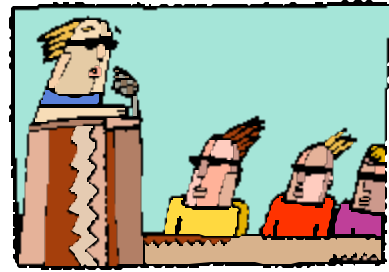


The Speaker

In this role, you are fulfilling what you joined Toastmasters for, improving public speaking skills. This is your opportunity to express yourself on any subject you wish.



Before the Meeting

- Select a project from the Basic Manual or one of the advanced manuals. Select a topic that allows you to concentrate on the particular aspect of speaking that this manual assignment stresses.

It is not necessary to complete the speech assignments in the Basic Manual in the order that they appear, but Speech No. 1 (The IceBreaker) should be first, and Speech No. 10 (Speaking with Inspiration) should be the last.

It isn't necessary to follow the format of the Toastmaster's manual for every speech, but it is encouraged. When deviating, advise the Toastmaster, Evaluator, and General Evaluator so that your speech may be introduced and evaluated properly.

- Pick a topic with which you are familiar, and tell personal stories. They are the secret to good speeches!
- Contact the Toastmaster to give him/her your speaker material
- Contact the Evaluator to apprise him/her of your speech assignment, and what it is they might focus on in addition to the requirements of the speech assignment (being organized, not scratching your head, playing with jewelry, etc.)
- Practice so you speak within your allotted time. If you exceed your grace period you will be ineligible to receive a ribbon! ***Ice Breakers are exempt from this limitation.***
- Practice, practice, and practice some more--at a minimum, twice. If you really want to shine, practice seven times!

At the Meeting

- If your speech requires props or special equipment, speak with the Sergeant-at-Arms about where to store the materials until needed. The Sergeant-at-Arms may be able to assist you at the time of your speech.

- Give your manual to your Evaluator.
- Sit close to the lectern, if possible.
- When introduced, walk to the lectern, shake the Toastmasters hand, and take a position wherever you choose that is appropriate for your speech. BREATH.
- Address the group as ***“Mr./Madam Toastmaster, fellow Toastmasters, and welcomed guests.”*** The timer starts the clock with your first word
- Deliver your speech, keeping an eye on the Timer’s signals. If it appears that you might run over time, reduce the speech and make your closing statement when you see the red card.
- At the conclusion of the speech, turn to the Toastmaster and say simply, ***“Mr./Madam Toastmaster.”*** This signals that you are finished with your speech. DO NOT SAY, “THANK YOU.” It weakens your conclusion.
- Remain at the lectern until the Toastmaster walks up to you and shakes your hand.
- At the end of the meeting, have the Educational Vice-President sign and date your manual.

NOTE: Speakers may choose their own subject. However, no subject should ever be used that would embarrass anyone present. No sexual or “blue” material. No ethnic references, derogatory remarks about religious or political or nationalities should be used. We must remember that we are here as friends and if we injure a friend, we may just lose someone who is valuable to us.