

## Speaker - Show your vocal verve!

The speaking program is the center of every Toastmasters meeting. After all, what's Toastmasters without the talking? But members don't just stand up and start yakking. They use the guidelines in the *Competent Communication* (CC) manual and the *Advanced Communication Series* (ACS) manuals to fully prepare their presentations. 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. However, it's also true that no speech is perfect. So, get out there and try!

Here's what to do:

**Meeting schedules are prepared with enough notice that should you be unable to prepare a speech for the day that you are assigned, it is your responsibility to find a replacement. Do not wait until Monday to ask your fellow Toastmasters if they can take your speaker spot.**

- Begin working/thinking about your speech the moment you're scheduled. That way, you have enough time to devote to research, organization and rehearsal. We need to get out of the habit of canceling our speeches at the last moment. Having less than 3 speakers at the meeting takes away the opportunity for other members to give a speech.
- Give the Toastmaster of the meeting the title of your speech / project number / manual / project objectives / allotted time / and thoughts on the theme of the meeting, so they are able to write your speech introduction
- Talk with your evaluator about the speech you'll give. Discuss your speech goals and personal concerns. Let your evaluator know where you believe your speech ability needs strengthening, so he or she can pay special attention to those aspects of your presentation. Remember to bring your manual to the meeting.
- Arrive early to check out the meeting room, and prepare. Give your manual to your evaluator before the meeting starts and discuss any last-minute issues with him or her. Sit near the front of the room and carefully plan your approach to the lectern or the floor and your speech opening.
- As toastmasters always say "Communication and leadership skills go hand in hand!". You cannot have the one without the other. Therefore, it is important to prepare for the respective projects (4 and 5) that the role of the speaker is required, on your leadership manual as well. It is extra effort but you will only need to do this twice and you will receive additional evaluation on your performance! Make sure that next to your speech on easyspeak the correct project number of the CL manual is registered as well. Furthermore, when you have decided on the title and the content of your speech, insert them on easy speak as well, so the other members have an idea of your speech before the meeting and the toastmaster of the evening can do a nice introduction for your speech.

**2nd Speaker**  
Previous Evaluators  
Taxiarchoula Mo18 Nov 1

▼  
CL#4  
CL#5

✓ **Tester Testington**  
TB  
Consistent Communication Manual #1 - The Ice Breaker (4:00-6:00 min)  
Speak before an audience, Use existing speaking skills; Introduce self to fellow club members.

Choose the project number that you wish to work with and receive written evaluation for. When you give your CL manual to the GE to receive the evaluation, make sure to specify the project number.

**Request a Speech** [Tester Testington at Esbjerg Toastmasters Club] [Delete] [Save] [Cancel]

Title TBA  
Workbook **Competent Communication Manual #1 - The Ice Breaker**  
Scheduled: -

Speech Title ✗	Workbook / Speech ✓	Scheduled ✓
Title TBA		
Speech introduction (for Toastmaster):		

Once you press the pencil button, a new window opens, where you can write your speech title and a short introduction of your speech. It looks more professional and it gives an idea to the audience-members about your speech. Press save when done to close the window.

During the meeting, give your full attention to the speakers at the lectern. Don't study your speech notes while someone else is talking. When you're introduced, smoothly and confidently leave your chair and walk to the lectern. After your speech, wait for the Toastmaster to return to the lectern, then return to your seat. Listen intently during your evaluation for helpful hints that will assist in building better future talks.

\*\*\*\*A piece of advice\*\*\*\*

It is highly advisable, especially for the new members, to have a mentor and guide you through your communication progress and your leadership progress as well. A mentor can help you prepare for your speeches and roles, and give you valuable feedback. You can either discuss with one of the members you would like to mentor you and notify the VPE on your mentoring relationship, or request the VPE to find you a mentor.