

LESSON GIVER

PURPOSE

The lesson part of the meeting is where formal training is giving on a variety of topics. *Typically the subjects are related to Toastmasters themes of meeting or Club structure, Speech Structure, Communication and Leadership guidelines or other issues that is of interest to the Club and its successful running.*

The lesson is usually ten minutes long and follows a prepared Speech Format. Often the **Lesson Giver** is encouraged to give the lesson in the forma of a prepared speech and have it evaluated in writing, which would then count towards his or her **Current Level**.

BEFORE THE MEETING

Prepare you lesson before hand as you would a prepared speech. Choosing from one of two series of manuals, The Better Speakers Series, or the Better Club Series. Copies of each manual in the series are on hand at the club.

1. Organize your topic to present 10 minutes of information only. If overheads or power point are to be used, ensure they are slotted appropriately into your time frame. All equipment must be set-up before hand and ready to run before the meeting
2. If the Speech is to be counted, ask for a person to evaluate your speech and inform the **VP of Ed**, and the **Chair**. For example: Towards you Competent Leader Bronze Award.
3. Your lesson follows the same structure as a prepare speech, an intro, body and a finish. Keep your points on your topic to no more than 5 items or you will run out of time.
4. Practice your lesson often. It is as important as a prepared speech.

AT THE MEETING

Once introduced, acknowledge the **Chair**, other Toastmasters and guests, then follow the prepared speech outline mentioned above. If using media, do not walk in front of the projector and the screen. Have you slides or media set out in a chronological order to follow your lesson. Do not change the order or fumble with your slides, as this will certainly be distracting.

Avoid reaching across the window of the projector to exchange slides. This takes longer and the audience will not wish to see the outline of your arm Have the slides placed on the same side of the projector you are standing on, make your exchange from this point.

Once the lesson is completed, return the podium to the **Chairperson**...

