

TOASTMASTER

PURPOSE

To give you experience in introducing speakers. You act as the master of ceremonies for the club meeting. Your goal should be to make the speaker's feel as comfortable as possible, to set the stage for the speaker and to bridge between speakers. Your introduction should lead the audience into the speaker's presentation.

BEFORE THE MEETING

Being **Toastmaster** requires that you prepare ahead. In order to be prepared, you should do the following before the meeting:

1. Check the web site, www.hershawtoastmasters.com, for the upcoming agenda.
2. Contact and confirm attendance of the speakers and general evaluator.
3. Gather material while contacting participants for you introduction of the **Speakers and General Evaluator**.

While preparing your introductions, Remember that the purpose of an introduction is to set up the audience for the upcoming presentation. You are the transition between events. *If you are unsure how to prepare an introduction, consult the section in the Communications and Leadership Manual dealing with introductions.* Some useful info to gather are obtaining subject and time required for each speech. Check to insure the information is correct on the agenda. Find out how far the speaker is in their manual. Be sure to ask for the title of each speech. Prior to the meeting, confirm that speakers are present, and prepared. Advise them of any change in the order in which they will speak. Confirm if they require any special equipment such as the projector. Advise the Chairperson of any change in the roster so that they may advise the group during the agenda amendment portion of the meeting. Advise the **General Evaluator** of any particular items you wish evaluated on yourself.

AT THE MEETING

During the break, prepare any overhead needed and gather any other information needed. Confirm with the length of the speeches with the timer.

After the break, the Chairperson will introduce you. Make a few opening remarks and provide a brief description of your role. Included the purpose of prepared speeches, the manuals and program. Explain the ballots and evaluation forms. Read each speakers objectives. Once again instruct the timer as to the length of the speech. *Conduct a proper introduction and set the MOOD for the speaker. Present the speaker in the following way. "name, title, title, name" start the applause, remain at the podium until the speaker has taken control of the podium.* Great them with a hand shake. Allow one minute between speeches and remind members to evaluate speaker. Read objectives for their speech. After all the speeches are given, remind members to vote for the best speaker. (There are more then two speakers). Introduce the General Evaluator. After the General Evaluator has given their evaluation of the meeting they will give control of the meeting back to you for the presentation of the ribbons. Best table topics speaker, and if applicable best speaker and evaluator. Return control back to the Chairperson.

TIPS AND TRAPS

Preparation is the key. If you are not prepared, the audience knows it. Being Toastmaster is an important role. Your performance can dampen or enhance the presentations of the speakers.. That is up to you. Making an introduction is the most important part of your role. You set up the speaker, you make him/her feel comfortable, and you prepare the audience. Read the section on introductions in the Communications and Leadership Manual. One tip is to get more experienced Toastmasters to write an introduction for you. They know the need for a good introduction and will be happy to write their own.

SPEAKER

PURPOSE



The purpose of giving speeches is fairly obvious. We give a speech, we receive feedback, we decide what advice is valid and worthwhile, we incorporate what we learned in the next speech. This is a never ending cycle that leads to a gradual building up of skill sets that make us a better speaker

BEFORE THE MEETING

Prepare our speech using the manual project you are doing as a guideline for the type of content and emphasis you should be using in your presentation.

PRACTICE! THIS STEP IS CRUCIAL

Jot down a few notes for the **Toastmaster** to use in introducing you if they have not already contracted you. If you are unsure what is required, review the section in the Communication and Leadership Manual on introductions.

AT THE MEETING

Ensure that the Toastmaster has your introduction information. Ensure you give your evaluator your manual so that he/she can fill out the evaluation guide for your project. Relax. You have a while to wait, so sit back and enjoy.

When introduced, proceed to the lectern, shake the toastmasters' hand and proceed once he/she is seated. When you have completed your speech, indicate to the Toastmaster that you are done and wait at the lectern until they return to shake your hand.

Following the meeting, ensure that you have the **Vice-President of Education** initial in the back of our manual to indicate that you have completed the project.

TRIPS AND TRAP

First tip, contact your mentor or a member of the club that you feel can assist you if you want someone to get ideas, to talk to about your presentation or to practice in front of. You can even contact your **V.P. of Education** and request that a mentor be assigned from the available volunteers, if you want.

Be sure you understand your manual project before you start to write your speech. If you are short on ideas for a topic, reading the project over several times may spark an idea for you.

Practice is important. Utilize the tools available to you to practice. If you have a camera, great! You can sign out the club's camera if you do not have one. If all you have is a tape recorder, it will help you as well. Try a mirror. Take advantage of any tools you can find to practice your speech until you feel ready to deliver it to your "live audience."

Nervousness is one of the biggest problems faced by speakers. **Be aware that "butterflies" exist and that for you to perform at your peak they are an advantage, not a disadvantage, especially if you learn to have our "butterflies fly in formation."** A few deep breaths before you go up to speak can help to calm down the butterflies so that you can use that adrenaline surge to add energy and impact to your presentation. Remember that no one has yet died from giving a speech.

If your mouth becomes dry while giving our presentation, try gently billing the sides of your tongue to generate moisture in our mouth. If you have the opposite problem and have excess moisture, breathe in through your mouth to dry it out.