

## Guidelines for Speaker

Dear Speaker,

Thank you for signing up for the role. You have a very important role in the meeting in that a major portion of each meeting is centered around three or more speakers like you. Your speech as well as the other speakers' speeches are prepared based on assignments in the *Competent Communication (CC)* manual or Advanced Communication and Leadership Program manuals which are used after members have achieved the Competent Communicator award.

Preparation is essential to success when you are the speaker.

As Speaker, you will be given a specific amount of time to deliver your speech, please make sure that you and your Speech Evaluator are aware of the specific time limits for your speech. **The time limits may differ from speech to speech so make sure you double-check on this. Your speech cannot be below 30 seconds from the minimum time limit and cannot be more than 30 seconds from the maximum time limit.** For example, if you are giving your Ice Breaker speech, you will be given between 4 – 6 minutes. Our Club votes for the Best Speech Speaker towards the end of the meeting; to qualify, you must have delivered your Ice Breaker speech for **not less than 3.5 minutes and not more than 6.5** minutes.

**Prior to the meeting** – Show up early. Review carefully the objectives of your speech as outlined in the manual.

Check the meeting schedule to find out when you are to speak. In order to get the most benefits from the program, prepare a speech based on a manual project. Present the speeches in numerical order because each project builds on the skills learned in previous projects.

Before the meeting, ask the Toastmaster or the General Evaluator for your Speech Evaluator's name. Speak with your Speech Evaluator and talk about the manual speech you'll be giving. Discuss with your Speech Evaluator your speech goals and personal concerns. Emphasize where you feel your speech ability needs strengthening. **Remember to bring your manual to the meeting, give it to your Speech Evaluator so he can write down the written speech evaluation AND get the VP of Education to initial the project you just completed.**

**When you enter the meeting room** – Check the microphone, if any, lighting, overhead projector, if any, etc before everyone arrives. Protect yourself from all of the problems that can ruin your talk.

Sit near the front of the room for quick and easy access to the lectern. Carefully plan your approach to the lectern and speech opening. At our Club, speakers generally begin with the line: “*Madame (or Mister) Toastmaster, fellow Toastmasters and welcome guests, good evening*” ... , although this is not mandatory. At the end of your speech, you turn to the Toastmaster and say “*Madame (or Mister) Toastmaster* while at the same time shaking the hands of the Toastmaster.

**Speakers do not generally say “Thank You” to the audience at the end of the speech** *the reason being that we feel that it should be the listeners who should thank the Speaker for taking the time and effort to deliver a speech.*

If you didn't write your own speech introduction, make sure that the Toastmaster has prepared a good one for you.

**During the meeting** – Give your full attention to the speakers at the lectern. Avoid studying your speech notes while someone else is talking.

When introduced, smoothly leave your chair and walk to the lectern as planned. As you begin your speech, acknowledge the Toastmaster and the audience ....

When finishing your speech, wait for the Toastmaster to return to the lectern and shake hands with him/her. Never leave the lectern without anyone at the helm.

During the evaluation of your speech, listen intently for helpful hints that will assist in building better future speeches. Pay attention to suggestions from other members, if any.

**After the meeting** – Get your manual from your Speech Evaluator. At this time, discuss any questions you may have concerning your evaluation to clarify any misinterpretations.

Have the VP of Education (or other current club officer if you are the VP of Education) initial the Project Completion Record in the back of your manual.

**Timings:**

During your speech, pay attention to the Timer. In our earlier example for the Ice Breaker Speech (4 – 6 minutes), the Timer will hold the green card once you've reached the 4 minute mark, the Yellow card when you've reached the 5 minutes – this is your signal to start wrapping up your speech and the Red card when you've reached the 6 minutes. After 6 minutes, you have 30 seconds to finish your speech; beyond 6.5 seconds you will be disqualified from competing for the Best Speaker award.

 4 minutes

 5 minutes

 6 minutes

**Please stay within this time limit.**

You can also refer to pages 63 of the Communication and Leadership Program manual or to pages 67 of the Competent Leadership manual for additional information on Speaker.