

## **SPEAKER**

The Speaker's primary responsibility is to prepare a speech and an introduction prior to the meeting and present the speech when called upon by the Toastmaster. This is your opportunity to focus on improving your specific speaking skills. At Park Central we ask that speakers always give speeches that come from one of the Toastmaster International manuals.

### **Before the Meeting:**

1. Prepare your speech. Your Toastmasters' speech manual is the best guide. You can always check with your mentor or any member of Park Central for additional help with speech preparation.
2. Contact the Toastmaster to let them know you are speaking as well as the time requirements of your speech.
3. Contact the General Evaluator to find out who your Evaluator will be if you haven't heard from him or her a day before the meeting.
4. Communicate with your Evaluator which manual project you are presenting, the goals of the speech and what you hope to achieve in terms of reaching the audience. Bring your Toastmaster speech manual to the meeting for the evaluator to use as a guide in evaluating your speech.
5. Prepare an introduction of you and your speech for the Toastmaster. Your introduction of a few sentences should have an opening, body and close. This introduction sets the stage and prepares the audience to hear your opening sentence. Include in your introduction, the objectives of the speech, speech level and time, your name, speech title as well as any relevant background information.

### **At the Meeting:**

1. Give your manual to your Evaluator and your Introduction to the Toastmaster.
2. Find out from the Toastmaster or the agenda in what order you are speaking.

3. When your turn arrives, proceed to the front of the room and signal to the Toastmaster that you are ready for your introduction to be given.
4. After the introduction, shake the Toastmaster's hand. This symbolizes that the Toastmaster is giving control of the meeting to you as the Speaker.
5. When you are finished speaking, shake the Toastmaster's hand again, returning control of the meeting to them.

### **After the Meeting**

1. Retrieve your manual from your Evaluator. Take time at some point to review their written comments — and start thinking about your next speech!