

First time speaker

Below, I have copied the information about speaker roles—from a toastmaster wears many hats. Obviously, it references in person meetings. Let me add a few things as they relate to virtual meetings.

1. Check your speaker and microphones before the meeting begins.
2. As a speaker, spotlight will be on you—check the lighting.
3. As a speaker, you will need to keep an eye on the timer. You can select the timer, click on the 3 dots, and pin the timer. That way you won't have to hunt for him/her when they move around on your screen.
4. In addition to the evaluation form which you should send to the evaluator, you may want to reach out to your evaluator to look for additional things. As an example, I use my hands so much when I speak that it can be a distraction. When I speak, I ask the evaluator to pay close attention to my use of hands.
5. When the toastmaster introduces you, pretend that the toastmaster does not know you. Use the space in the agenda below your speech to write an introduction worthy of your efforts. I often list my name as—Rashmi (rush-me or as in don't rush me) Rangan. This helps the toastmaster/evaluator pronounce your name correctly.
6. On-line meetings most challenging aspect is where do you look. I suggest alternate between looking into the camera and at a face on the screen. But if looking into the camera does not work for you, move your eyes across the screen so you don't appear to be gazing at one point through-out your presentation.
7. Using notes in not uncommon. Don't hesitate to use them.
8. When I first studied the manual for my first speech, I learned something very interesting.
 - a. Start with an outline
 - b. Expand—write out word for word what you will say. Read it over a few times
 - c. Now create an outline you can glance at during your speech.
9. Last—at a conference I learned another trick to organize my speeches.
 - a. Make a point
 - b. Tell a story
 - c. Repeat...

I sincerely hope this helps.

To re-orient you, from the agenda, on the date of the meeting,

Toastmaster introduces the speaker,

Toastmaster Introduces the Featured Speaker Segment

For each speaker: Announce the speaker's name and state the project the member is working on AND Ask evaluator to provide objectives for the prepared speech, Introduce speaker using introduction prepared by speaker, if available. Introduce speaker, speech title, speech title, speaker.

Therefore, a good idea to help the toastmaster pronounce your name correctly if people often find it difficult—the easy ones—Sam, don't bother; but Artika as in aunt artika helps.

In the agenda on the website there is an opportunity for you to type the following:

6:36PM **Speaker #1**
6:43PM The first speaker for the meeting to give a prepared speech from one of the many Toastmasters manuals.
Speakers are asked to provide the project that this speech is related to, a speech title and an introduction.

✉ Role filled by **Frank Luckangelo** [X]

Manual/Path: (Select a project below to also select the manual.)
Project / Time: Choose Path / Project ▾

Project/Speech Title:

Speech Introduction:

Save Project/Speech Details

6:43PM S

This drop down menu

Type in your speech title here

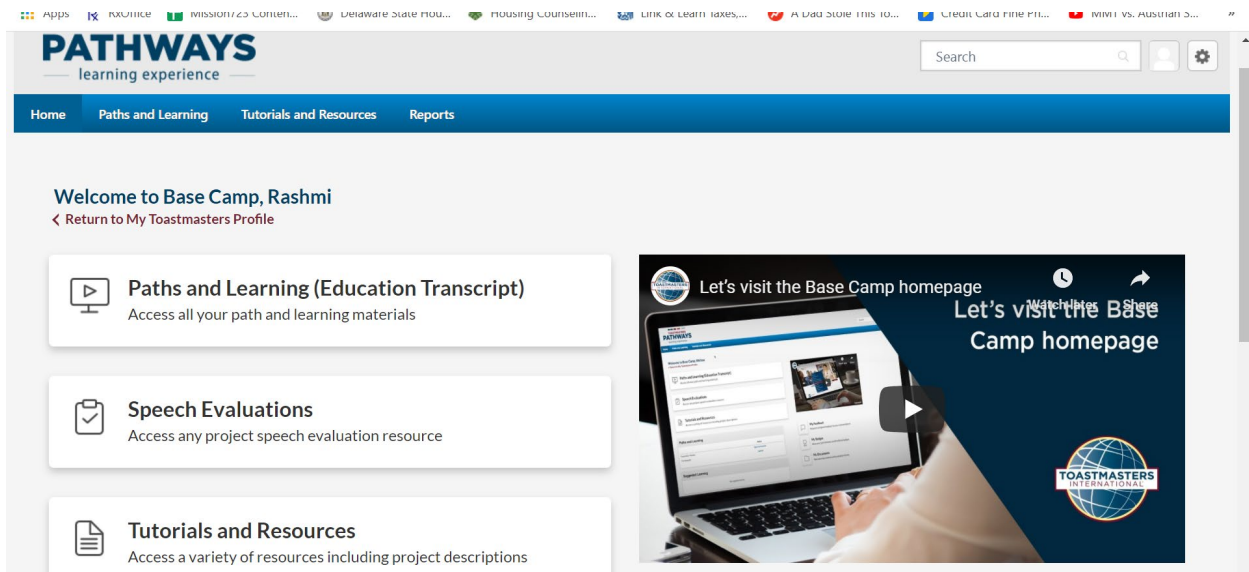
Write a very brief introduction that the Toastmaster can read from.

This link shows how to create an intro. Primarily, you want to mention the path, level, objectives of the speech. This will all be in the speech evaluation form and you can copy it from the form.

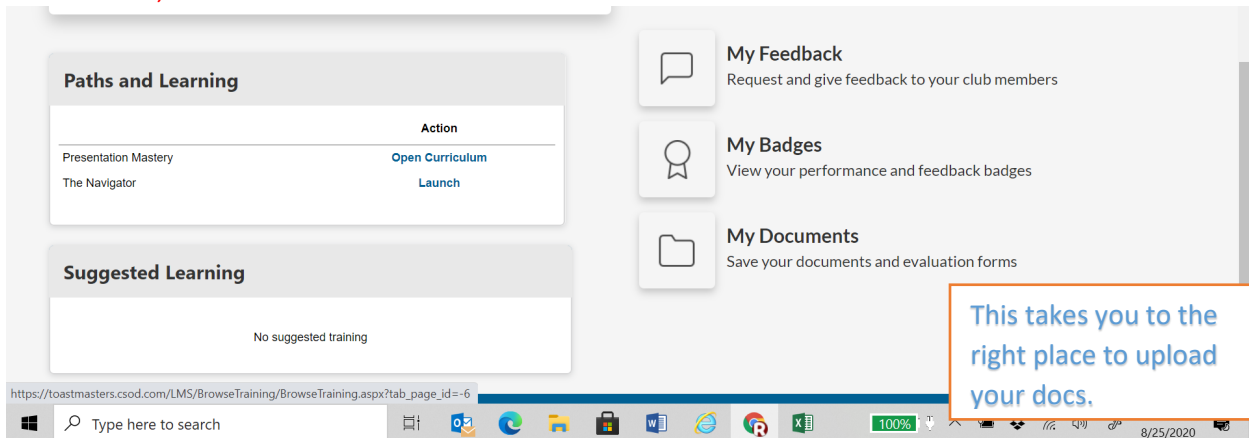
Don't forget to save

Now the evaluator:

It is not a bad idea to send your speech to the evaluator. If you want to upload all your TM material, here is how you do it. Log in to Toastmasters International, Pathways, basecamp, you see this screen.



Same screen, toward the bottom:



You do want to fill out the evaluation form and send it to your evaluator. The forms are in Pathways—in your tutorial.

MEMBER MEETING ROLES

Toastmasters club meetings provide an opportunity for members to learn and practice communication and leadership skills by assuming a variety of roles. Each meeting role has a unique set of responsibilities and skills for you to explore.

WHEN YOU ARE A SPEAKER

A major part of every Toastmasters meeting revolves around two or more scheduled speakers. Members prepare their speeches based on projects in Toastmasters Pathways learning experience or the current education program.

Giving a prepared speech provides an excellent opportunity to practice your communication and leadership skills, including planning, organization, and time management.

The suggestions below are designed to help you enhance your experience before, during, and after you deliver your speech.

Prior to the Meeting

Check the meeting schedule for your time to speak.

Begin working on your speech enough in advance to allow time for research, organization, and rehearsal. If you plan to give a speech based on a Pathways project, be sure to make use of the project checklist provided. It will give you a comprehensive overview of each step you need to accomplish to complete your project.

Write a speech introduction or ensure that the Toastmaster of the meeting prepares one for you. For more information, see The Introducer section below.

Request the name of your evaluator. Depending on your club, you may need to contact the General Evaluator, Toastmaster, or vice president education for the information. Communicate with your evaluator about your project and the speech you will be presenting. If possible, email the evaluation resource for your Pathways project to your evaluator.

Be sure to discuss your goals and any personal concerns about your speaking skills with your evaluator. Emphasize areas you are working on that you would like your evaluator to note.

You may also choose to bring a printed version of your Pathways evaluation resource to your meeting. If you are working in the current education program, remember to bring your manual to the meeting.

Upon Arrival at the Meeting

Arrive early so you can check the microphone, lighting, and any props or equipment needed for your speech before everyone arrives.

Sit near the front of the room for quick and easy access to the lectern.

If you have a printed version of your evaluation resource, or are working in the current education program, provide your evaluator with the resource or your manual before the meeting begins.

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, walk with confidence to the lectern.

After you finish your speech, wait for the Toastmaster to return to the lectern before taking your seat.

During your speech evaluation, listen for helpful advice that will assist you in delivering better speeches in the future.

After the Meeting

When your evaluator returns your written evaluation to you, ask him or her any questions you have about your scores or any written comments.

Take a moment to review any evaluations or comments you receive from other club members in the form of written notes.

Request feedback from club members on Base Camp and read through any feedback that has been posted.

If you have completed all the requirements for a level and you are ready to move on, send the level completion request to your vice president education.

When you complete a project in the current program, ask the vice president education to initial the Project Completion Record in your manual.

Resources

There are many resources available on Toastmasters Base Camp. If you are in the current education program, you can find information in *Competent Communication* (Item 225).