



Dawn Talkers Club #84

When you are presenting an Educational Moment

This segment provides an opportunity to provide educational information, which can improve our thinking, listening, and speaking skills.

Prepare in Advance

- The topic is limited only by one's imagination. It should be relevant to improving the audience's presentation skills. However, sometimes a speaker has something to share that can help improve life skills. It is not intended for use as a soapbox on behalf of some personal cause.
- This is a non- manual project 2-3 minutes in length.
- About three days before the meeting, call the Toastmaster of the Day and provide the title of your segment and something about yourself, which can be used to introduce you.

Entering the Meeting Room

- Sit near the head of the table for quick and easy access to the lectern.

During the Meeting

- Give our attention to the individual at the lectern; avoid flipping through your speech notes while someone else is talking.
- When introduced, smoothly leave your chair and move quickly to the lectern.
- Near the beginning of your speech, be sure to acknowledge the Toastmaster and the audience.
- At the end of your speech, avoid thanking the audience as an empty gesture. Instead, simply return control to the Toastmaster and wait at the lectern until they arrive. Then quickly and quietly return to your seat.