



# *Dawn Talkers Club #84*

## **When you are the Speaker**

A major portion of each meeting is centered around two or three speakers. Their speeches are either prepared or impromptu (based on manual project objectives) and should last 6-7 minutes for the basic manual and perhaps longer for the advanced manuals. These speeches are the best progress indicators to the speakers.

### **Prepare in Advance**

- Check the schedule to find out when you are programmed to speak.
- Have at least the subject of your next speech in mind in order to stay “one step ahead” in your manual.
- In order to benefit most from the Toastmasters program, progress through the manual in order; try to avoid giving speeches out of sequence.
- When you are scheduled to speak, call the Toastmaster of the Day about three days before the meeting and provide the following information:
  - Manual project number, objectives, and time required by project
  - Title of your speech
  - Something about yourself to be used in the Toastmaster’s introduction of you to set the stage for your speech.
- Call the General Evaluator to confirm who will be your Evaluator. Then call your Evaluator to discuss which manual speech you’ll be giving and what areas you want them to pay special attention to in the course of their evaluation.
- Remember to bring your manual to the meeting.

### **Entering the Meeting Room**

- Sit near the head of the table for quick and easy access to the lectern.
- Give your manual to your Evaluator prior to the start of the meeting.

### **During the Meeting**

- Give your 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.
- During your speech evaluation, remain silent; don’t respond to statements made, even though you may disagree. Remember, the oral evaluation is just one person’s opinion.

### **After the Meeting**

- Get your manual from your Evaluator. At this time, discuss any questions you may have concerning your evaluation to clarify any misinterpretations.
- Have the Vice President Education initial the record of progress in the back of your manual (or the President in the VP Ed’s absence).