

Everything you ever wanted to know about being Toastmaster!

šResponsibilities

šRunning a smooth meeting

šIntroductions

**It all starts the week
before...**

- šCall/confirm speeches
- šPrepare speaker intros
- šPrepare remarks to fill
those awkward silences.
- šPrepare a group
question

**At the meeting...your
time to shine!**

šArrive early

šMeet with speakers

šSit up front

šLearn everybody's
name

Toasting the night away: the meeting itself

- šOpening remarks (tell a story!)

- šControl the pace

- šCall for votes

- šIntroduce speakers

Introducing speakers: often overlooked but incredibly essential!

**Introductions enhance a
speech's presentation by...**

- § Making a transition**
- § Establishing a proper
mindset**
- § Establishing speaker
authority**

Introduction "Do's"

- š Say their name
- š Introduce their topic
- š Title of speech (at the end)
- š Speech assignment
- š Speech objectives
- š Delivery time
- š Create a friendly environment
- š Short and sweet

Introduction “Don’ts”

šDon’t upstage the speaker

šDon’t steal their thunder!

šNo surprises

šDon’t sing their praises

šAvoid clichés

šDon’t save their name until last

**This stuff is important
too:**

šSpeaker responsibility

šLectern etiquette

šPost-speech remarks

This just won't cut it...

Next speaking, we have Dustin Cady. Dustin will be giving his second book speech, titled “Peru-A Life Changing experience.” His objectives of his speech are to create a strong opening and conclusion, make his message clear with supporting material directly contributing to that message, and use appropriate transitions. Something personal that relates to his speech is that it talks about a life changing experience. Without further ado, please help me welcome Dustin to the lectern.”

(People are already bored)

This is more like it!

When Dustin Cady embarked on a ten-day adventure to Peru last summer, he had no idea the lasting affects his experience would have on his life. Dustin says that his journey to Peru affected him deeply, and has significantly altered his view of not only the world, but his own life as well. Since returning, Dustin has changed majors and has a strong desire to become fluent in Spanish. He wants us to observe the sincerity he speaks with, as he hopes this will help intensify his message. This is Dustin's second book speech, and he wants to focus on a strong opening and conclusion to convey his message, use proper transitions, and make sure his message is clear. Dustin also wants us to know that in his mind, international travel is the most powerful life-altering tool in the world. Help me welcome Dustin to the front, giving his speech "Peru, a life-changing experience."

(The audience is locked in, and Dustin is too)

**Toastmaster...this is
what it's all about**

šGood preparation is the
key!

šTic-toc, mind the clock

šHave *fun*