Toastmaster

* Email all speakers to obtain speech titles and remind them that they are speaking.
* Arouse interest without giving away the speech.

Before the meeting:

1. Email all Speakers to remind them that they’re speaking. Obtain the titles of their speeches.

Creating an introduction:

1. Prepare introductions for Speakers. Introducing a Speaker is like making a mini speech.
2. Introductions serve three functions: to make a transition by directing the audience’s attention to the Speaker, establishing the appropriate mood (for example, if the Speaker was speaking about their experience in a foreign country, the Toastmaster could assist by making the audience envision they are in a foreign country), and by giving authority by providing some background info about the Speaker and their experience or expertise in that field or listing their credentials.
3. The opening grabs the audience’s attention and explains the importance of the Speaker’s subject.
4. The body covers four aspects: why the subject was chosen, why the Speaker is qualified to address it, why it’s of interest to the audience, and why this time is appropriate for discussion.
5. For the conclusion, you want to create a smooth transition by turning the audience’s attention to the Speaker and their speech by saying the name of the Speaker and their speech title.

Don’t forget:

1. Your job is not to give away the speech, but just a blurb. In movie trailers, they arouse interest but they don’t reveal the entire storyline.
2. Be sure to keep the attention on the Speaker and save praise till the end.

At the meeting:

1. Arrive early to confirm with Speakers and evaluators. Make sure the evaluators have their Speaker’s manual.

During the meeting:

1. Ask the evaluator of the Speaker to say the objectives of the speech.
2. Deliver your introduction for the Speaker and lead the applause.
3. After the Speaker’s speech is completed, lead the applause once again. Thank Speakers and express appreciation on behalf of the audience. You can also make a few comments praising the speech or the delivery.
4. At the end, be sure to have a vote. Then, announce that we will have a break and everyone is to meet back in ten minutes (this may vary depending on how the meeting’s running, but typically, it is ten minutes).