

## Toastmaster

The Toastmaster runs the prepared speech section of the meeting introducing speakers and evaluators. This role is useful practice for being a Master of Ceremonies at a conference, business meeting or wedding.

The following activities are covered:

- Introducing this part of the meeting explaining how members are working through a speech manual. Their speech will be based on an assignment in one of these books. Each assignment has specific objectives. Members start with either the *Competent Communicator* manual (the new name for the *Communication and Leadership* manual)
- Introduce in each speaker giving details of the **manual** being used, which **assignment** and the specific **objectives**. The name of the **evaluator** is given and the **timing** instructions with times for green, amber and red lights. For example: "John is speaking from the Competent Communicator manual and presenting assignment number three, 'Get to the Point'. This objectives relate to organising the speech (include details from the manual). The time is 5 to 7 minutes, so Mr. Timer please indicate green on 5, amber on 6 and red on 7".
- Introduce the speaker by giving his or her name, and speech title. For example: "Please welcome John Smith with his speech 'How I climbed Mount Everest'".
- After all the speakers have delivered their speeches, introduce each evaluator in turn.
- After all speeches and evaluators have been given, thank the speakers and evaluators and encourage the audience to give an extra round of applause. Then hand control back to the Chairman.

Each speaker needs to provide information to the Toastmaster and this should be done in the days preceding the meeting. Refer to the next section for details.