

Speaker

This is the opportunity for you to prepare a speech with specific objectives, deliver the speech then get evaluation.

Each speech you deliver should be well-prepared and rehearsed to ensure you get the most value from your time and effort.

Before the meeting prepare a page for use by the Toastmaster. You can send this to the Toastmaster by email but bring a printed copy with your speech manual. Include the following:

- Your name – First name and last name.
- The Name of the Path, Level and Project, for example, “Presentation Mastery, Level One, Evaluation and Feedback – First Speech.”
- Speech purpose statements – example:
“The purpose of this project is for the member to present a speech on any topic, receive feedback, and apply the feedback to a second speech.
The purpose of this speech is for the member to present a speech and receive feedback from the evaluator. ”
- Speech Title – example, “A German of Distinction”. Think of a speech title like a newspaper headline or name of a book or a film. A speech title should be catchy, memorable and create interest in the speech.
- Time: 5 to 7 minutes
- Where you want lectern/whiteboard/props to be setup
- Evaluator: Will Smith. Sometimes the evaluator will be unknown before the meeting, so you may need to leave this blank and write in the name on the day of the speech.

Contact your evaluator a few days before the meeting and discuss your speech goals as well as your personal goals.

Pathways Note: Do the project pre-assessment before your speech.

Pathways Note: Email your evaluation form to your evaluator or share the name of the project for them to download the Pathways form. For Project 2 Evaluation and Feedback – Second Speech, remember to give your evaluator a copy of the completed Evaluation and Feedback – First Speech, so they will know what feedback you incorporated into your new speech.

Pathways Note: Do the project post-assessment after the last speech in your project. (Project 2 Evaluation and Feedback is a multi-part/speech project) Once you click Submit, you will see a tick and ‘Completed’ next to the project.

Pathways Note: Activate, then Launch the ‘Level x Completion’ after the last project in your level. Confirm with the Base Camp Manager (VPE, backed up by President or Secretary) that they approved your level completion (you may need to send a photo/bring your evaluation forms to show that they were done) and submitted online. Once level is approved, you will be able to View Certificate to download. Once submitted online, you will receive an email from Toastmasters International congratulating you and your name

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(encoded depending on your privacy settings) will appear in the Toastmasters International District 90 report until 30 June of the year lodged.

Online Meeting Note: Use the chat-file function to send the evaluation form to your evaluator before the meeting starts (if you haven't emailed before).

After you are introduced, take control of the meeting by shaking hands with the Toastmaster, and acknowledge him or her in the beginning of your speech. For example, "Mister Toastmaster, Fellow Toastmasters and Guests...."

Online Meeting Note: Pin the timer, adjust/turn on your video and unmute yourself.

During the evaluation of your speech, listen carefully for helpful hints and take notes. The evaluator will write comments in your manual, but the verbal evaluation will probably include examples or demonstrations of points for improvement and things you did well.