## 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 Manual. The first manual is now called the Competent Communicator Manual. If you are using an advanced manual, give the full name, for example, "Special Occasion Speeches in the Advanced Competent Communicator series."

- Speech number –  example: Assignment 2, "Speaking in Praise"

- Speech objectives – example:
  "(1) Prepare a speech praising or honoring someone, either living or dead.
  (2) Address five areas concerning the individual and his/her accomplishments
  (3) Include anecdotes illustrating points within the speech"

- 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

- 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 defined in the manual as well as your personal goals.

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...."

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.