

## Speaker

**A Speaker gives a speech for which prior notice has been given. Any member assigned the role of Reserve Speaker should put the same level of preparation prior to the meeting in case they are called upon.**

| TASKS   | Done = v |
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| <b>BEFORE THE MEETING</b>   |          |
| Prepare a speech following the speech objectives. You will need go log on to <a href="#">Pathways</a> to access Basecamp for your assignment which will include project objectives, competencies and tasks. Also, ensure you complete the <b>Assess Your Skills – Before</b> task |          |
| Ensure the Easy Speak agenda shows your correct project and that it is updated with your speech's title   |          |
| Download and email a copy of your evaluation sheet to your Evaluator who will study the objectives and provide written comments on the speech. In addition, bring a hard copy of the evaluation sheet for your evaluator to use at the meeting                                    |          |
| Inform your Evaluator about any additional aspects you would particularly like observed (for example: voice, gestures, use of notes, etc.,)   |          |
| <b>DURING THE MEETING</b>   |          |
| Check the agenda to see when you are scheduled, and whether the time allowed is correct   |          |
| If you would like your speech recorded, ask a member of the club to record your speech using your phone   |          |
| When you begin your speech, acknowledge your fellow Toastmasters and guests with a formula such as: <i>'Good evening Mister/Madam President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.'</i>  |          |
| When you finish your speech, pause, then say <i>'Mister/Madam Toastmaster'</i> to pass back control of the meeting to them  |          |
| <b>AFTER THE MEETING</b>  |          |
| Feedback of your speech will be provided to you   |          |
| Log on to Pathways to access Basecamp and complete the <b>Assess your skills - After</b>  |          |
| Complete the project on Pathways Basecamp   |          |