



# Toastmaster

The Toastmaster is the MC and leader of the prepared speeches segment of the meeting. This is an exceptional leadership role which will use your prepared and impromptu speaking skills, listening skills and interpersonal communication skills.

The aim of the Toastmaster is to give the speakers the feeling of trust and ease. It is to help settle their nerves and make them feel welcome.

**The most important things are:** never leave the stage empty, always lead the applause and be ready to step in and shake the speaker's.

There are a few moving parts to this role:

## Before the Meeting/Speeches:

- Prepare your opening. How do you want to set the scene, capture the attention and get the audience ready for prepared speeches?
- Prepare your closing. What note do you want to end the session on?
- Get the speech title from the speaker and know how to pronounce their name.
- Keep track of time – know your ending time so you can stay on track. Some Toastmasters have taken too much time with introductions, which eventually kick the meeting into overtime. But, when too little time is taken, we end up with something missing from the speech section.

## During the prepared speeches:

1. Start this section with your opening remarks.
2. Explain how this segment works – prepared speeches followed by evaluations.
3. Introduce the speakers:
  - a. Start the introduction for the first speaker by identifying what speech they are doing (Pathway Level 1, speech 3) and who the evaluator is. Have the evaluator stand and read the purpose statement of the speech (unless this has been done for a previous speech).
  - b. Introduce the first speaker – you may say a few words about them, or you can just introduce – in this way “*I’d like to introduce Jacquie Tame with her speech – Toasting Toast... Toasting Toast with Jacquie Tame*”.
  - c. Shake hands with the speaker and sit in one of the chairs provided.
  - d. Pay attention to the speaker, as you are still sitting on their stage and still performing your role.
  - e. At the conclusion of the speech – shake the speakers’ hand before they go back to their seat.
  - f. Provide commentary about the speech – just one or two sentences about how the speech resonated with you, and if possible, link to the next speaker. (go back to A).
4. At the conclusion of the prepared speeches, transition from the last speaker to evaluations.
5. Evaluations:
  - a. Introduce the evaluator and shake hands.
  - b. Shake hands again and provide a 10 sec transition between something they said to the next evaluator (go back to A).
6. Wrap up – provide your closing remarks to this section before handing back to the Chairperson.

**HAVE FUN!!**