

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 the event that their services are called upon.

TASKS	Done = ✓
PRIOR TO THE MEETING	
Prepare a speech following the speech objectives.	
Ensure the Clubplan shows your correct project and has been updated with your speech's title	
DURING THE MEETING	
Check the agenda to see when you are scheduled and the times allowed are correct.	
Give your manual to your Evaluator who will study the objectives and provide written comments on the speech.	
Inform your Evaluator about any additional aspects you would particularly like observed (for example: voice, gestures, use of notes, etc.)	
When you begin your speech, acknowledge your fellow Toastmasters and guests with a formula such as: <i>'Good evening Mister President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.'</i>	
When you finish your speech, pause, then say 'Mister/Madam Toastmaster' to pass back control of the meeting to them.	
There is no need to thank the audience at the end of your speech - they should be the ones thanking you!	
Collect the feedback slips from the back of the room before leaving.	