

## **Guide for Speaker**

### **Before the speech**

Plan ahead and take your time. A speech, first of all, has to be written. Then it needs to be timed and edited to fit into the allotted time frame. Then it needs to be practiced until you are happy with it.

Log on to [www.D71.org](http://www.D71.org) and "request a speech" from the manual you are using. Set an approximate target date so the EVP has advance notice.

Read the manual: then read it again, until you are happy that you know exactly what is being asked of you and how to go about achieving it. The manual gives detailed guidance on the objectives set for each stage and ways in which they can be approached.

Contact the EVP and select a date for delivering the speech at a meeting.

Find out who is to be your evaluator and discuss the speech with them in advance. If there is any particular point or area that you would especially like an opinion on (whether commented on in the spoken evaluation or not), ask. A discussion with your evaluator after the meeting can be very helpful.

### **On the night**

Come to the meeting early.

Check that the Toastmaster has full and correct details about your speech: title, time, objectives, and anything else they should know.

Have a word with your evaluator and give him or her the manual so that they can fill in the written evaluation.

If you are using props or visuals check that everything works and will be ready to hand when required.

### **When called upon**

Come to the lectern, or wherever you intend to stand.

Start by acknowledging the chair: Mr./Madam Toastmaster...

Make your speech as required by the objectives for the stage.

Conclude by acknowledging the Toastmaster again: Mr/Madam Toastmaster- not with the words "thank you" and return to your seat.

### **After the meeting**

Collect the written comments from the members, from the top table.

Collect your manual from your evaluator, checking that they have signed and dated the record page, and have a chat about your performance.