

Toastmaster (1 – 2 mins)

INTRODUCTION

For the benefit of our visitors, when you join Toastmasters you receive a manual of 10 speeches, each topic is designed to help a speaker improve their presentation skills in key areas such as

Vocal variety, organising your speech,

We have two speakers tonight. <speaker 1> and <speaker 2>

Each Speech will be evaluated.

Speaker 1 (4 – 6 mins)

I'd like to invite our first **evaluator** <name evaluator 1> to read out the objectives

Specify **timing lights** Green on 4 mins Orange on 5 and Red on 6

The **title** of <Speaker 1> speech is “

Invite Speaker 1 to speaking area.

“Ladies and Gentlemen, please welcome <Speaker 1> ” Shake hands and retire

Thank Duncan (following speech)

Speaker 2 (5 – 7 mins)

I'd like to invite our first **evaluator** <name evaluator 2> to read out the objectives

Specify **timing lights** Green on 5 mins Orange on 6 and Red on 7

The title of <Speaker 2's> is “”

Invite <Speaker 2> to speaking area

“Ladies and Gentlemen, please welcome <Speaker 2> ” Shake hands and retire

Thank <Speaker 2> (following speech)

Invite <Entertainer name >> The Entertainer<< session

Thank the Entertainer

Now to our Speech Evaluations.

Evaluators 1 & 2 (5 – 7 mins)

To Evaluate <Speaker 1>invite <Evaluator 1>

To Evaluate<Speaker 2> invite <Evaluator 2>

Thank speakers, evaluators and the Entertainer,

Hand control of the meeting back to Chair.

General Comments

Generally it's a good idea to contact each speaker before the meeting to ask

About their speech

Manual No

Title

Any special instructions for setting up the speaking area e.g. lecturn

Any special instructions to be given to the evaluator or audience, e.g. I want them to watch my speaking rate, make sure its not too fast.

Contact Melody when you are ready for this part, I can often supply the information to you.

Feel free to ad lib with comments and observations on any part of this session.

e.g. "I really enjoyed that", "I didn't know that" – strive to put your personality into the ole.