



# Toastmaster

*As Toastmaster of the Meeting, you are the Master of Ceremonies of the Education Session. You facilitate the meeting, captivate the audience and ensure the professionalism and efficiency of our events.*

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**Speaking**      ★★ ★

**Arrive by**      **5:50PM**

**Leadership**      ★★

**Speaking Time**      **10 min**

**Organization**      ★★ ★

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## 24 hrs before the meeting

- Contact the VP Education or check easy-speak to :
  - Get names and intros of the Table Topics Master, speakers and General Evaluator,
  - Find out if the speeches have any special timing requirements,
  - Find out if there are any education capsules or other special presentations.

## Before the meeting

- Help the Chairperson to fill any missing roles. **The agenda must be finalized by 5:55.**

## During the meeting

- Provide a 1 minute explanation of the Education Session which consists of:
  - Prepared speeches,
  - Table Topics,
  - Evaluations,
- Describe briefly, but thoroughly Pathways, the Toastmasters education program,
- Start with the Prepared Speeches and introduce each speaker in turn.
  - Ask the evaluator to read the objectives of the speech project.
  - Ask the timer to give the timing requirements.
  - Introduce the speaker in a few sentences. Mention why the speaker is delivering this speech at this time.
  - Conclude your introduction by clearly announcing the title of the speech and enthusiastically welcome the Speaker to the lectern.
  - Once Speaker concludes his/her presentation, return to the lectern and shake his/her hand.
  - Invite the audience to provide feedback on the Constructive Feedback forms provided. Allow 1 minute for these written comments.
- At the end of the prepared speech segment, ask the timer if there were any timing infractions. Then, ask members of the audience to vote for Best Prepared Speech.
- Announce the break and the precise time (normally 10 minutes).
- After the break, call the meeting back to order and introduce the Table Topics Master.
- When Table Topics are concluded, return to the lectern.
- Next, introduce the General Evaluator and welcome him/her to the lectern.

## After the meeting

- Mingle with the guests to get their impressions of the meeting, and encourage them to join or visit again.

## *Rock Your Role!*

- *Describe the education session in your own unique way*
- *Don't go into too much detail describing the Table Topics session. The Table Topics Master will do this during their intro.*

### Pro Tips

- Don't be too wordy in your explanations of the different segments. Refer members of the audience to the educational material on the display table or let them know that you are available for questions during the break. Your primary role is to act as the Master of Ceremonies, smoothly linking together different parts of the Education Session.
- If you feel it is very important to impart certain information Pathways, have the Vice President of Education schedule you or another member to present this information as an education capsule. Guests don't need to know everything about Toastmasters right away. As well, members will be turned off if the Toastmaster repeats the same information meeting after meeting.
- When you introduce a Speaker, don't be too flowery. If you make too many compliments, you may embarrass him/her. In fact, it almost sets the speaker up for failure since anything he says will be compared with the high level of expectation you have established.
- Remember the lectern should not be left vacant. Try to sit near the front of the room and approach the lectern unobtrusively as soon as the Speaker seems to be finishing.
- Do not sit behind or right next to a Speaker who is delivering a presentation. Let the Speaker have the audience's full attention.
- Ask an experienced member for advice if you need any help

## Introducing a speaker

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Every Speaker deserves a thoughtful and helpful introduction. The best introductions are two-way, just as personal introductions are. You introduce the Speaker to the

audience and the audience to the Speaker, establishing a common bond between them, a basis of mutual views and interests.

An introduction is a mini-speech with the same elements as a prepared speech with:

**AN OPENING**, which attracts the audience's attention and makes them aware of the importance of the upcoming subject.

**A BODY**, explaining:

Why this subject? Why this speaker? Why this audience? Why at this time?

**A CONCLUSION**, which in this case, is the lead-in to your actual presentation of the Speaker.

## Set the Mood

Your introduction should tell the audience about the expertise of the Speaker and give relevant background information. You should set the mood of the audience for this particular speech, an especially challenging task if there is a marked change from the mood of the preceding talk.

## Don't Give the Speech Away

While covering these points, be careful not to give any of the Speaker's speech. Allusions to the topic will arouse interest without talking away from the Speaker's impact. Build expectations and end your introduction when interest peaks.

## Announcing the Speaker's Name

**Say speaker name, speech title, speaker name, lead the applause.**

## Prepare your Introduction

Above all, don't overdo it. Say what needs to be said, look at him or her approaching the platform, step back and lead the applause, welcome the Speaker, wait for acknowledgment from the Speaker, then sit down.

An introduction requires almost as much preparation as a full speech. You will need to contact the Speaker in advance and discuss the relevant information about the speech and Speaker.

You should then make an outline of your introduction and rehearse it. Good preparation will clearly show, and both the audience and Speaker will appreciate your preparation.

### After the Speech

At the conclusion of the presentation, stand and lead the applause. Return to the lectern, shake the Speaker's hand and continue leading the applause as (s)he leaves the lectern. Mention a few words of thanks on behalf of the audience and compliment the talk.

