



Concordia

# Toastmasters Club

## TOASTMASTER

### **BEFORE THE MEETING**

- 1) For Education Session Part I (Prepared Speeches), confirm with the VP Ed if there are any changes to the speakers and to the evaluators.
- 2) For Education Session Part II (Table Topics), confirm the Table Topics Master, and prepare a brief introduction for him/her.
- 3) For Education Session Part II (Evaluations), confirm who is the General Evaluator, and prepare a brief introduction for him/her.

### **DURING YOUR SESSION**

- 1) The Chairperson will introduce you.
- 2) Briefly explain the 3 parts of the Education Session (Prepared Speeches, Table Topics, and Evaluations).
- 3) Explain the voting for each Session, and the evaluation forms for the Prepared Speeches only (some guests are a little confused about who the evaluation forms are for, because it normally isn't clearly explained during the meeting).
- 4) At the end of the Education Session, you will return the control back to the Chairperson.

## SCRIPT FOR TOASTMASTER

*You will be introduced by the Chairperson.*

**“Thank you for that warm introduction. My name is ... and I will be the Toastmaster for this evening. My role is to preside over the Education Session of this meeting.”**

*Proceed to explain the Education Session (3 parts). It's suggested that you mention who the Table Topics Master and GE are at this point.*

**“Now let's begin with Part I of our Education Session, the Prepared Speeches. When you become a member of Toastmasters, who will receive a manual called the Competent Communicator manual...”**

*Briefly explain the Competent Communicator manual, and then mention that once completed, you have the opportunity to continue with the Advanced Manuals.*

**“Tonight we have the please of hearing a (project #) speech, a (project #) speech, and a (project #) speech. At the end of every speech, you can fill out the evaluation form in front of you, to give to the speaker**

# Toastmasters Speech 6 Basic Manual

**United States. Congress**



**Toastmasters Speech 6 Basic Manual:**

Immerse yourself in the artistry of words with Crafted by is expressive creation, Immerse Yourself in **Toastmasters Speech 6 Basic Manual** . This ebook, presented in a PDF format ( Download in PDF: \*), is a masterpiece that goes beyond conventional storytelling. Indulge your senses in prose, poetry, and knowledge. Download now to let the beauty of literature and artistry envelop your mind in a unique and expressive way.

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