



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 pleasure 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

M Mark



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