

Toastmaster

The role of Toastmaster is essential to a successful prepared speech session. You are the link between the speakers, the audience and the evaluators.

Before your session

Speak with each speaker to establish the manual they are using, speech number, objectives of the speech, title, timing, stage set (ie. lectern, overhead, whiteboard etc.) We have attached a user-friendly form to assist you in the Appendix.

During the session

Begin by explaining the purpose of the session (prepared speeches), especially for the benefit of the guests.

Introduce each speaker using all the material you have entered on the Toastmasters Form shown in the Appendix. It is very important to repeat the speakers name and title just before you invite them to the front.

Lead the applause as the speaker comes to the front then shake hands with the speaker to welcome them. Step back and ensure that the speaker has all their setup requirements, then take your seat.

At the end of each speech lead the applause. Move quickly back to the lectern so that there is always someone in front of the audience. Make an appropriate comment to congratulate the speaker on their speech then move on to the introduction of the next speaker or their evaluator determined by the program.

If you are introducing the evaluator give the timing allocation (2-3mins) to the timekeeper and greet the evaluator in the same way as the speaker by leading the applause and shaking their hand.

It is vital you sit in the closest position to the lectern as you are the link between each speaker and/or their evaluator.

At the end of your session

Thank all the participants, speakers and evaluators, and hand back to the chairman with the words "Madame/Mr Chairman, that completes my assignment".

Your main role is to assist the speakers in providing them with the best possible environment for their speeches.