

# Margaret Wan

also known as

# Magic Wan



## Every Meeting is a Show: The Role of the Speaker

### Prior to the meeting:

- ★ Prepare a manual project, presenting the speeches in the order as they appear in the manual.
- ★ Let the Toastmaster know which project you will present, the time limits, the speech title, and anything special about the project that the Toastmaster should inform the audience. For example, if you are presenting from the Interpretive Reading manual, you may want the Toastmaster to explain to the audience how interpretive reading is different from other types of speeches (little eye contact with audience, etc.).
- ★ Discuss with the evaluator your speech goals and personal concerns and where you want to strengthen your speech ability.
- ★ Bring your speech manual to the meeting.
- ★ Arrive early at the meeting to finish last-minute details and settle down before the meeting starts.

### Upon arrival at the meeting:

- ★ Give your manual to the evaluator before the meeting starts.
- ★ Remind the evaluator anything you would like him or her to look for in particular.

### During the meeting:

- ★ Give your full attention to the speakers at the lectern - avoid studying your speech notes while someone else is speaking.
- ★ Be prepared to go up to the lectern when introduced.
- ★ Adhere to the time limits for your project.
- ★ When you finish your speech, always wait for the Toastmaster to return to the lectern and shake hands with you before you go back to your seat.
- ★ During the evaluation of your speech, listen intently for helpful hints.

### After the meeting:

- ★ Get your manual from the evaluator and discuss any questions you may have concerning the evaluation.
- ★ Have the Vice President Education initial the Project Completion Record.

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