

## **When You Are a Speaker...**

A major portion of each meeting is centered around two or more speakers. Their speeches are either prepared or impromptu and typically last from five to seven minutes.

### **The Speaker:**

- Is responsible for finding their own replacement if they are not able to speak and for notifying the Toastmaster of the change.
- Is encouraged to work through the manual.
- Should email the evaluator prior to your speech with your objectives located in your manual and inform them about what particular elements the speaker is working on, i.e., voice, gestures, elimination of notes, etc.
- Should provide the evaluator with their manual in order for the evaluator to make written comments about the speech.
- Will send the Toastmaster how many a bio including project number, objectives and how many minutes are required for the speech.
- May at some point be requested to give an impromptu speech. Every effort should be made to fulfill the request and gain from this experience.