



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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Prepared Speaker Notes

Before Writing Your Speech:

1. Read the Competent Communicator [CC] and Advanced manuals.
2. Need help finding a topic? Read P80 of your CC manual.
3. Read the manual! Really! Reading the manual helps you easily find a subject or topic.
4. Show your **mentor** your draft and discuss it with them.
5. Keep your speech **short!** If it's a 4-6-minute speech, write a 4' 30" speech.

Before Coming to the Meeting:

1. Practice your speech at home in front of your dog and/or family and friends.
2. If you really need a slideshow like a PowerPoint ppt [the best speeches don't have one]:
 - a. Prepare in advance
 - b. Practice presenting your speech with your PowerPoint/media at home.
3. Tell you VPE so that they can update the agenda:
 - a. CC speakers [C1 ~ C10]:
Speech title; Speech level; & Speech purpose: *Inform, inspire, persuade or entertain.*
 - b. For **Advanced speakers** [A1 ~ A30]:
Speech title; Manual name; Project name; Objectives & Speech duration
4. Send your media files to your VPE via:
 - a. Email: 20 Mb or less
 - b. 20+ Mb? Use either:
 - i. DropBox
 - ii. Google Drive
 - iii. WeTransfer.com
5. Call the VPE to make sure they have the file(s) all the content works well.
6. Call the meeting's Toastmaster and tell them how you want to be introduced.

At the Meeting:

1. Talk with the SAA to make sure the computer is set up correctly.
2. Bring your speech manual, open it and hand it to your evaluator.
3. Hand your evaluator a copy of your speech.
4. Relax, be brave with your body language, and make a wonderful speech.
5. Enjoy the applause!