



# Process to Give a Speech

## ORGANIZING

- Goals      What skill do you want to improve upon?
- Mood      What kind of speech are you planning to deliver? (Motivational, humorous, how-to?)
- Topic      What is your topic and main message?
- Visual Support      Will you use handouts, PowerPoint slides, Video, Internet, or none?
- Time      What amount of time does it take to deliver your speech?
- Title      What is the big take-away or lesson people can learn from your speech?

## PRACTICE

- Goals      Are you implementing the identified objectives in your speech?
- Timing      Are you able to stay within your time limit?

## SIGN-UP

- Date      Pick a date that allows you enough time to prepare.
- Slot      Does the available time/ logistical order work for your speech?
- Reserve      Write Your Name, Title, and Length of speech, then indicate if you need multimedia for your speech.
- Last Minute      If you need to squeeze into the next meeting, ask V.P. of Educ. \*i.e. rehearse a last min presentation.

## PRE-SHOWTIME      TO BE DONE BEFORE MEETING STARTS

- \*Multimedia Only      Arrive 10 minutes early to make sure audio visual technology is functioning properly.
- Introduction      Have a brief self introduction written down that includes your speech title. Give to Toastmaster of the Day.
- Manual      Have the evaluation page (in booklet) ready for the speech you are to present. Give to your evaluator.
- Help      Distribute handouts and/ or inform your helper about what is expected of him/her during your speech.

## END OF MEETING

- Evaluator      Collect your booklet if the evaluator didn't already give it back to you.
- VP Edu      Ask the VP of Education to sign and date your manual to receive credit.  
\*Inform VP when you have completed 10 speeches in your manual.