



Toastmaster Tips

- You are in charge of the 2nd half of the meeting introducing all speakers and all evaluators before turning it over to the chairperson. Consider dressing up in a suit-if you look sharp you feel sharp and you speak sharp! It also looks very professional and helps set the tone for the 2nd half of the meeting.
- Contact all speakers (by phone or e-mail) and confirm they will be at the meeting and ask the following:
 1. Title of speech
 2. Confirm the CTM/ATM #
 3. Ask their impression of the theme or create your own introduction for them.
- Consider making up a chart and print it on a piece of paper to help me with the introductions (see example below). If you are nervous, consider gluing the paper to a piece of cardboard-so your hands don't make the paper shake.

Speaker	Speech Title	Speech # (CTM ATM)	Objectives	Intro/theme question	Evaluator
1.					
2.					
3.					
4.					
5.					

- After the break the chairperson will introduce you. Then at the 2nd half of the meeting you can start off by proposing a toast to the members after a mini-address (keep the toast short and not too wordy).
- Start off by using your chart above and introduce the first speaker. You can tell the audience what the speaker's thoughts were on the theme, or simply say a brief introduction about the speaker. (Examples may be how long they have been a member, they recently won table topics, or just graduated from SFU etc.) Conclude the introduction by repeating the speaker's name and the speech title.
- Offer brief bridging comments between the speeches: be enthusiastic, and professional. Don't comment on whether or not you liked the speech.
- Introduce all evaluators and tell the audience which speech they are evaluating.
- Have fun and enjoy yourself up there!