
Speaker

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|-------------------|------|------|------|
| Allocated minutes | 5:00 | 6:00 | 7:00 |
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Most speeches in level 1 and 2 of pathways are 5-7 minutes, as we progress through the levels, however, these times can change.

Purpose

A major part of every Toastmasters meeting revolves around two or more scheduled speakers. Members prepare their speeches based on projects in Toastmasters Pathways learning experience. Giving a prepared speech provides an excellent opportunity to practice your communication and leadership skills, including planning, organisation and time management.

Several weeks prior to the meeting

Choose your speech project

- Login to [Toastmasters International](#), select [Pathways](#) and open your chosen Pathways Project (eg. Icebreaker)
- Complete the initial assessment, and read through the project material before starting work on any speech or project

Look ahead at your Pathway and plan your speech schedule (ideally 3-4 months in advance)

- Request a Speech in Easy Speak. Enter your Speech Title, your Pathways Path (workbook) and Project, and your top 3 most preferred dates to do your speech
- Note:** these are the top 3 preferred **dates** of your speech, not the order of speakers on the morning
- Check to see when your speech is scheduled Your first choice may be unavailable. If timing is important (ef. You are practising for a conference or wedding) please let the VP Ed know WELL in advance

One week prior to the meeting

- It is your introducer's responsibility to get in touch with you** at the start of the week you are speaking.

If you have not heard anything, prepare a short paragraph that any other member can pick up on the day of the meeting

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- It is your responsibility to contact your evaluator.** Navigate to the 'Evaluation Form' section of Base camp to find the relevant evaluation form.
- Either print off this evaluation form for your Evaluator or send them a digital form fill version.
- Please send the evaluator the below detail:
 - Title of the Speech
 - Pathways Path / Level / Project
 - Your own personal goals for your speech and any particular techniques or actions on stage which you are working on (eye contact, movement on stage, clarity etc.)

During the meeting

- On arrival provide your Project Evaluation form to your Evaluator if using a printed copy.
- During your speech, remember to keep an eye on the timing lights or cards at the back:
 - green = keep going
 - orange = get ready to finish
 - red = time to wrap it up - remember if you go over time, you are stealing someone else's time

After the meeting

- Collect your evaluation form from your evaluator, keep for your records
- Login to [Toastmasters International](#), navigate to your project through Basecamp, finish the post-project assessment, and complete your Pathways Project (there are tutorials in Basecamp to take you through the process)

Guidelines and Best Practice

- ❑ We encourage members to perform a speech about once every 4 - 8 weeks
- ❑ Practise your speech so you are within the time slot allowed. If you are doing a speech that is outside of the usual 5-7 minutes, **advise the VP Education and make the Toastmaster of the meeting well ahead of time**, so the remaining meeting can be planned accordingly
- ❑ It is your responsibility to organise your tech requirements. If your speech requires slides, a clicker or music to play, please coordinate with the Toastmaster before the day of the meeting. Presentation equipment may not be available without prior warning