



## How To Succeed As A Speaker

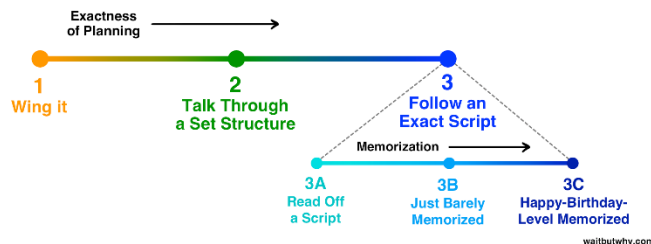
### Use the 5Ps of Success

1. Prior:
2. Planning
3. Prevents
4. Poor
5. Performance

6. Define What YOU Want

### 7. Use the Exactness of Planning Spectrum:

8. When you speak in public, you have three main options about how to go about it, and they fall along a spectrum:
  1. Wing It: This involves no planning—you just get up there and figure out what you want to say once you're talking.
  2. Talk Through Set Structure: This involves a clear structure in your head or a written outline, that you simply talk through.
  3. Follow an Exact Script: Some people might assume this method will make a talk impersonal and robotic, but it's more complicated than that—the exact script method has its own spectrum:



- a. Practice by Reading Off Script
- b. Practice When Barely Memorized
- c. Practice So Much It's "Happy-Birthday-Song Memorized"

9. To Learn More About The Exactness of Planning Spectrum or How to Give a Good Ted Talk:

10. [http://waitbutwhy.com/2016/03/doing-a-ted-talk-](http://waitbutwhy.com/2016/03/doing-a-ted-talk-the-full-story.html?utm_source=pocket&utm_medium=email&utm_campaign=pockethits)

[the-full-story.html?utm\\_source=pocket&utm\\_medium=email&utm\\_campaign=pockethits](http://waitbutwhy.com/2016/03/doing-a-ted-talk-the-full-story.html?utm_source=pocket&utm_medium=email&utm_campaign=pockethits)

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## 13. How To Succeed As An Evaluator & General Evaluator

### 14. Evaluator Role

15. Your evaluation is your opinion. And your opinion will be most impactful when portrayed in a sandwich or PIE techniques:

16. Sandwich Method: Praise, Opportunity, Praise

17. PIE: Praise, Instruct, Encourage

18. Arrive early to meet with the speaker to go over their project, read about the objectives and learn any other objectives or personal goals the speaker may have.

19. NOTE: Be aware of time. If you or the speaker would like to go more in depth, feel free to connect after the meeting

### 20. General Evaluator

21. The responsibility of the General Evaluator is to review and assess the meeting and provide feedback in the form of praise and recommendations where deserved. The General Evaluator comments on the overall effectiveness of the meeting taking particular note of the timing of assignments and provides brief comments for corrective measures where warranted.

22. The purpose of this next section is to provide useful information to help Toastmasters to perform in the role of The General Evaluator.

### **23. How To Succeed As An Evaluator & General Evaluator (cont.)**

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24. **Areas in which the General Evaluator needs to review for constructive evaluation are as follows:**

25. Meeting Preparation

26. · Was the room set up before starting time?

27. · Did the meeting start on time?

28. Control of the meeting by the Toastmaster

29. · Did the meeting run smoothly?

30. · Did it run to time?

31. · Did the Toastmaster prepare for the meeting through emails prior to the meeting?

32. Evaluation of each assignment

33. · Was the objective achieved?

34. · How was the audience reaction?

35. · Be firm fair and friendly?

36. · Encourage improvements?

37. · Offer constructive comments?

38. · What were the strong points?

39. Consider speaking rate, stance, voice, eye contact, enthusiasm, conviction, opening, body, conclusion and organization of material.

40. Every assignment should follow the rule:

41. · Introduction - capture interest of audience.

42. · Body - establishes and consolidates message.

43. · Conclusion - need a strong summary.

44. Evaluate the Table Topics Master

45. · Were the objectives of the session clearly and briefly outlined?

46. · Was timing explained?

47. · Were the objectives achieved?

48. · Comment on the overall effectiveness of the session.

49. **Evaluate the Evaluators**

50. Table Topic Evaluators

51. · Did the evaluator give one good point and one point for improvement to each speaker?

52. · Did they follow the rule commend, recommend, commend?

53. Speech Evaluators

54. · Did they evaluate according to the purpose and objectives of the speech?

55. · Were there any constructive comments?

56. · Did they keep to time?

57. · Was the evaluation firm fair and friendly?

58. **Sample Agenda:**

1. The Toastmaster will introduce the General Evaluator

2. The GE will briefly explain the purpose of the role and introduce the first evaluator. Repeat with second evaluator and TT evaluator.

3. Introduce the timer, grammarian and listener for reports.

4. Evaluate the meeting and the evaluators.

5. Turn the meeting back to the Toastmaster. (The Toastmaster will ask that evaluation forms be passed to speakers.)

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## **62. How To Succeed In A Toastmaster Role**

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63. As Toastmaster, you set the tone of the meeting. And you set the stage for the meeting's success.

### **64. 5 Steps For a Successful Meeting:**

1. Fill the roles a week in advance. This means you need to know that you are Toastmaster a week in advance – Be sure to check the agendas on a regular basis.
2. Notify the members of the meeting's theme. Preferably by Tuesday Morning. This gives our speakers, table topics master and functionary roles the ability to plan in advance.
3. Contact the Table Topics Master, Grammarian, Jester with a personal email suggesting to compliment the theme with their role – once again earlier in the week sets everyone up for success!
4. Arrive early to prepare the room. This also gives you the ability to start on time!
5. Bring copies of the agenda then follow it! The left side of the agenda contains the time we should be starting each section.

65. NOTE: If you need the details steps with a script, visit the Sporty Speakers Website. Under "Free Downloads" look for "Help with a Role" for the Toastmaster and all other roles.

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## **75. How To Succeed As A Toastmaster**

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### **76. Look For Growth Opportunities:**

77. Consider joining the 1% Club by earning a Triple Crown. It's a Toastmaster Advanced program that puts a name on expanding and accelerating leadership growth!
78. Remember: You set the tone for your speaking skills. And you set the stage for your personal growth.

### **79. 5 Steps For a Successful Member:**

1. Give a speech every 4-6 weeks. You can do this by always having a backup speech available to fill-in when a speaker can no longer attend, or join multiple clubs to get-in extra speaking opportunities.
2. Serve in functionary roles (like Grammarian, General Evaluator, etc.) at least twice a month.
3. Support your club by serving in a Club Officer or District position.
4. Mentor or coach other members and/or club.
5. Support a contest or another event.

80. Accomplish these goals, and you too can earn a Triple Crown! Be sure to document your activities in the appropriate manuals. "It's a cinch by the inch... but hard by the yard". Inch your way - a few meetings a month - to success.

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## **86. How To Succeed As A Functionary**

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### **87. Functionary Roles As A Whole:**

1. Take advantage of each speaking opportunity: Use these roles to work on personal goals such as gestures or filler words.
2. Be aware of time: Toastmasters are Timely. Be efficient in your reporting by not spending more time than necessary.
3. Make it your own: There are scripts, but feel free to "go off script" and describe the role in your own words.

### **88. Grammarian:**

- [ Find the good with the bad: Try to find an impressive use of words or grammar for each speaker.
- [ Count: It's not always necessary to report all the numbers, however, be sure to count all filler words as many speakers like to measure their progress.
- [ Awareness: Your goal is to make sure speakers are aware of their filler words. In other words, you want to find the words they use unintentionally because it's part of their regular speech.
- [ Clichés: Feel free to point out clichés that could be omitted or suggest alternative phrases they could use.

### **89. Timer:**

- [ Know the expected time of each role.
  - [ Report specific time: Generally, speakers want to know their exact time.
  - [ Contests: Each speaker has a 30 second cushion before and after the speaking the time requirements.
90. Ex: Time requirement is 5-7 minutes. Speaker would be disqualified if speech was less than 4:30 or over 7:30.

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## **96. How To Succeed As A Table Topics Master & Speaker**

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### **97. To run table topics:**

1. Be as natural as possible, and pick up topics that bother everyone widely.  
Example ~ Asking people to speak on the topic ~ "If you had a magic wand, what would you like to change" can trigger mini speeches into various directions, but many of them may neither be practical, nor value adding. Instead, try asking someone ~ "Why should we go to Mars?"

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2. Give opportunity to as many speakers as possible, and do not take up all the time yourself.

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### **100. To be an effective speaker at table topics:**

1. Think for a few seconds, and put together your thoughts, then speak.  
Most people make the mistake of starting right away, which steers them into a sub optimal direction, and then they keep going in that direction to make up something.

2. Make a point, and make a case, but to make it strong, either make it humorous, or loaded with powerful words.
  3. To be almost always prepared with these mini speeches, read, write extensively, then boil down the strongest possible concepts in fewest possible words then try practicing them with friends and family. Memorize a few quotes, and create a few of your own. Then you would always sound practical, brief, and powerful.
  4. Last but not the least ~ this is what we all actually want to achieve in life, so focus on it as deeply as possible.
101. Each and every one of us constantly speaks to others, and life continually gives you micro and mini opportunities. And when the most important moments of your life come, you really have only a minute or two to make an impact on someone. People do not have any patience, so they don't want to listen to you.
102. **To stand out in this noisy world, one must be very effective in speaking with others in just one minute.**
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