

Toastmasters Speechcraft

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What is Speechcraft?

- Workshop ... help develop presentation skills and people skills
- Learn by doing ... all are participants
- There are no grades
- Six "one hour" sessions
- Manuals help guide
- Experienced Toastmasters help guide

Actions

- Speeches
- Introducer
- Tabletopics
- Timer
- Wordmaster
- Ah Counter

Clarifications

- Tabletopics (1-2 min)
 - Unknown question or topic until the last second.
 - Short: 1-2 minutes.
 - Practice for real life ... would you rather practice with us or in front of your manager?
 - Stumped? Start with "That reminds me of" and talk about whatever you want.
- Introductions (10 to 20 sec)
 - Comment on interests, hobbies, family, background, or other information.
 - The last words uttered should be the name ... "Please help me welcome, Jon Arbuckle". This helps the audience know when to applaud.
- Speeches (3-5 min)
 - Topics: hobbies / activities, family, a relative, things you did as a kid, humorous or embarrassing story, things that are or were fun.
 - Type: inform, persuade, entertain, inspire.
 - First speech: Ice Breaker ... about yourself.
- When introduced
 - Approach lectern quickly (before applause stops).
 - Address audience (Madam Toastmaster, Ladies and Gentlemen).
 - Use an "attention-getting" statement or question (avoid the speech title).
 - Opening (what you plan to talk about), body (the contents), closing (summarize).
 - Little need for notes if you know the topic well ... if notes needed, just a word on each note card can jog the memory.
 - Works well to conclude with the speech title.
 - It is best not to end with the phrase, "Thank you". The audience should be thanking you. And they will with applause!
 - Welcome the Toastmaster back to lectern (Madam Toastmaster or Mr. Toastmaster) ... wait until that person arrives ... greet with a smile and a handshake.