



Prepared Speaker

Prepare, practise, and deliver a speech with a clear objective.

Purpose

The prepared speaker delivers a speech that develops a specific communication skill. Every speech is a learning opportunity for the speaker and for the club.

Before the meeting

- Confirm your speaking slot.
- Choose or confirm your Pathways project.
- Send the title, project, timing, and introduction notes to the Toastmaster.
- Contact your evaluator and explain what feedback you want.
- Rehearse aloud, not only in your head.
- Check whether you need slides, props, audio, or hybrid support.

Speaker introduction details

Send the Toastmaster:

- Name:
- Speech title:
- Pathway and project:
- Time:
- One-line speech context:
- Pronunciation notes:
- Preferred introduction:

At the meeting

- Arrive early.
- Check the speaking area and equipment.
- Confirm timing with the Timer.
- Sit near the front if possible.
- Listen to the evaluator's introduction and feedback.

During the speech

Focus on:

- A clear opening.
- One central message.
- A logical structure.
- Vocal variety and purposeful pauses.



Ballito Toastmasters Club

Meeting Role Guide

- Natural body language.
- A strong close.
- Respecting the time limit.

After the speech

- Listen to your evaluator without defending or explaining.
- Keep the written evaluation.
- Capture one improvement to apply in your next speech.
- Update Pathways progress where applicable.

Ballito standard

Be prepared enough to respect the audience and brave enough to keep improving. The goal is not perfection. The goal is steady, visible progress.

Source basis

- Toastmasters International Meeting Speaker role:
<https://www.toastmasters.org/membership/club-meeting-roles/meeting-speaker>
- Toastmasters International Club Meeting Roles: <https://www.toastmasters.org/membership/club-meeting-roles>
- Ballito Toastmasters local agenda and role practice.