



Back-Up Speaker

Role Description

The purpose of this role is to allow the meeting to continue to run smoothly if one of the members scheduled to make a prepared speech is suddenly unable to attend due to illness or other reason. You should have a speech prepared and be ready to go! (Probably your speech has already been scheduled for a subsequent meeting but you are prepared and able to step up to the plate and help the club by making it earlier than planned). You may not be asked to speak of course, but you might also be asked to fill any role if another member does not arrive.

Before the Meeting

- Check the meeting schedule to find out when you are to speak.
- Notify the Toastmaster if you are unable to speak.
- Send your speech introduction to the Toastmaster. Include the Pathways speech number, title, objectives and anything else you want your audience to know.
- Provide the Evaluator with the same information as the Toastmaster, with the addition of your speech goals/concerns such as voice, gestures, elimination of notes, etc.
- Arrive early to make sure the room and any equipment you will be using are ready. Protect yourself from potential problems that could ruin your talk.
- Print and provide an evaluation form to the Evaluator before the meeting begins.

Role Supplies

- Evaluation form

During the Meeting

- Give your full attention to the speakers at the front. Avoid studying your speech notes while someone else is talking.
 - When introduced, carefully plan your approach. Smoothly leave your chair and walk to the front and shake hands with the Toastmaster.
 - As you begin your speech, acknowledge the Toastmaster and the audience (Fellow Toastmasters and guests).
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- At the end of your speech, wait for the Toastmaster to come up front and shake hands again before you return to your seat.
- Listen intently to the Evaluator for helpful hints that will assist in building better future talks. Pay attention to suggestions from other members too.
- Discuss with the Evaluator any questions you may have about your evaluation, to clarify any misinterpretations.
- Collect your feedback slips from the correct basket at the back of the room.

Tips

- In order to get the most benefits from the program, prepare a speech based on a Pathways project. If possible, present the speeches in numerical order because each project builds on the skills learned in previous projects.
- Plan your speech closing as carefully as your opening. Those finishing touches will bring on the applause and really make a mark!
- Get in the habit of writing your own introduction. This is a useful thing to do for any conference or meeting you attend at work or on the outside in which you will be introduced by someone else. For example: "Today Molly Brown will be giving a Pathways speech #3, Research and Presenting "Organize Your Speech." The time is five to seven minutes and her title is "Backpacking in the Hetch Hetchy Valley." If you are finding it difficult to stay within the time constraint, you can also add some of your speech into the introduction.
- Choose an aisle seat towards the front to make for a smoother entrance.
- Never thank your audience. The audience will be thanking you for your effort with their applause
- Finish strong by taking in the audience's applause for a few seconds before sitting back down.