



Tricks of the Trade

Intro Script

“As the Tricks of the Trade presenter, my job is to provide tips for improving speaking or leadership.”

Before the Meeting

- All functionaries will be emailed the meeting theme and a question about it. Come up with your response to share before your role description. Keep it to two sentences.
- Decide what you wish to share with the group. Topics can be tips, examples, or personal stories about how to improve speaking or leadership (see Tips section below for more ideas). Keep your advice to a minimum of 1:30 and a maximum of 2:00. Use this opportunity to practice your speaking skills.

Role Supplies

- None

During the Meeting

- When called upon by the Toastmaster, go to the front of the room and shake hands (or bump elbows) with him or her.
- Provide your role introduction (see script above), theme response, and your Tricks of the Trade.
- Shake hands (or bump elbows) again with the Toastmaster and sit down.

Tips

- Keep time to a minimum of 1:30 and a maximum of 2:00.
 - A quick Google search can provide many ideas.
 - **Suggested Topics:**
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Speech Writing	Speech Delivery
<ul style="list-style-type: none">● writing a great beginning● working with the time limits● organizing material for a speech● using descriptive words● getting the audience's attention● making it personal● storytelling tips● how to add humor● making a speech memorable● persuasive speeches in the past, i.e., Martin Luther King● writing a great ending	<ul style="list-style-type: none">● what to do with your hands● tips on remembering a speech● adding vocal variety● how to stand● Zoom tips● pacing a speech● adding pauses● dealing with jitters● being flexible● where to look
Toastmasters	Leadership
<ul style="list-style-type: none">● using pathways● understanding the levels● Club Board● Club Officers● history of Toastmasters● Toastmasters organization● Toastmasters clubs in our area● Toastmasters educational resources	<ul style="list-style-type: none">● leading from the heart● we and you vs. I and me, difference and importance● mutual values● goal setting● how to foster accountability● dealing with the naysayers● leading with confidence● leading with vision● leading by example● meeting management● effective communication as a leader● owning mistakes