Speaker Introduction to be Used by the Toastmaster

Toastmaster: Please give this sheet to the Secretary at the end of the meeting.

1. Speaker, please fill in the items marked with an asterisk. Bring it to the meeting with you to give to the Toastmaster. Also, bring your manual for your evaluator.

*Toastmaster says: _______________________________ is our (next, first, second) speaker.

(His, Her) evaluator is _______________________________.

____________________ (Evaluator’s Name) Will you give the:

1. *Name of the Manual_____________________________________________________
2. *Number of the Speech________
3. *Name of the Project_____________________________________________________
4. Objectives
5. *Time ___________

Toastmaster says: Thank you, _____________________________(Evaluator’s name).

*Speaker, use this space to write your introduction. (The introduction should include any background information that will help set up the speech or let the audience know why you are qualified to speak on the topic. On the appropriate line below, print your speech title.)

*Toastmaster says: Help me welcome ________________________________, (name of speaker)

“_____________________________________________________________”

(title of speech)

(Lead the applause. Wait for the speaker to come to the lectern to shake (his, her) hand before sitting down.)

Compiled by Genny Yarne, DTM, PDG