



The Survival Guide of First Time Speaker

Congratulations on taking on the challenge of giving your first speech! **The objective of your first speech, The Ice Breaker, is to begin speaking before the audience and to discover the speaking skills you have already have and those that need attention.**

What Do You Need to Prepare Prior to Your Speech?

- Write a speech of 4 – 6 minutes about a subject that you are familiar with - YOU!
- Try memorizing the beginning and ending to give yourself more confidence and reassurance
- We encourage you to try to do your first speech without any notes, but if you have to use notecards, try to write a brief speech outline instead of whole paragraphs.
- Practice your speech in front of the mirror, family or friends to give you more confidence. If you can, videotape your speech to see how you perform.
- If there is anything in particular you want your evaluator to pay attention to, inform him or her in advance
- Bring your Competent Communicator manual to the meeting and give it to your evaluator. Ask him/her to fill out the project 1 evaluation form in the manual after you complete your speech
- Be well-groomed and appropriately dressed

What Do You Need to Do During Your Speech?

- Try to think of the presentation as talking before a group of friends, instead of 'making a speech'. Be natural and keep a smile
- It is OK to be nervous. Take a deep breath and slowly exhale during introduction before you begin your speech
- Begin your speech by facing the Toastmaster, 'Mr. (or Madam) Toastmaster,' then face the audience and say, 'Ladies and gentlemen...' or 'Fellow members and guests...' This is just an example for addressing the audience
- Make eye contact with various members of the audience throughout your speech. You may try assigning three points of focus (left, center & right) at your audience to keep your eye contact flowing
- Pay attention to the Timer. A Green Card will be raised at the 4-minute mark; Yellow at 5 minutes and Red at 6 minutes. Remember you only have 30 more seconds left after the red card is shown, at which point, the timer will clap for you to end your speech.

What Do You Need to Do after Your Speech?

- Congratulate yourself on having delivered your first speech! This is one big step forward in your toastmasters journey
- When you return to the seat, write down the things you did well and the things you want to improve to make your next speech better
- Ask other members for additional comments and consider them carefully for your next speech



Tips for Writing A Good First Speech

- Write a speech that has a clear structure : a beginning, a body and an ending
- Try not to use long and clumsy sentences. Be concise and simple for easy comprehension
- Speak about a subject that you are familiar with, such as your birthplace, education, family or occupation, etc). It will be easier for you to talk about a subject you know well and it allows the audience to know more about you.
- A interesting beginning and ending give a good impression. Try to come up with an attention-grabbing beginning line such as raising a question, etc.
- Bring some humor in your speech