

Toastmaster's Etiquette



Toastmaster's Etiquette is a unique skill each member develops over the tenure of their membership in our Organization. It is the attention to the small details that sets us apart from the average speaker and helps define us as professionals. Good techniques in Toastmaster's etiquette will create confidence in the speaker and bring kudos from their audience.



INTRODUCTIONS:

- Include interesting background points in the introduction
- Verify designation (CC, AC, DTM)
- Announce any Toastmaster's office held
- Personalize your introduction to warm-up the audience
- Be creative with introductions to pique audience interest in topic/speaker



APPROACHING THE LECTERN:

- Applaud the speaker all the way to the lectern
- After the introduction of the speaker, wait until the speaker arrives at the lectern, shake hands as acknowledgment and to begin the transition, step back to avoid collision as you leave the area
- Lectern is the speaker's stand
- Podium is what the speaker stands on

Toastmaster's Etiquette



AS A SPEAKER:

- Situate yourself for easy access to the lectern/podium
- Acknowledge your audience before speaking
- Wait until the Toastmaster is seated before speaking
- Stand when addressing groups of 10 or more
- Do not apologize for nervousness or lack of preparation
- Project your voice to those seated in the back of the room
- Avoid turning your back on the audience
- Refrain from leaning on the lectern
- Be flexible, well-prepared and stay with time limits
- Pause for audience response
- Avoid off-color humor or topics
- Avoid 'thank you' as a conclusion to your speech
- Return control of the meeting rather than turning the meeting over



ACCEPTING AWARDS:

- Be prepared to acknowledge an award
- Be graceful and brief with your remarks
- Pause for photos or move from the stage area for the photo



AUDIENCE ETIQUETTE:

- Applaud the speaker all the way to the lectern/podium
- Pay attention to the presenter to avoid distracting the speaker
- Respect the speaker, even if you disagree with their point of view
- Avoid interrupting the speaker with asides/comments
- Leave and/or enter the room during a break in the speech or applause

Compliments of
Bash Turay, DTM, PID
Candidate for Second Vice President
"Envision Our Possibilities Together"