**You will Need to Know:**

Your Pathway

Your Pathway Level and Assignment

Your Speech Title

The amount of time allowed for your speech

**In Toastmasters.org you should:**

Fill in your initial assessment for the Pathway Assignment you will be completing

Read through the project requirements

Review the evaluation form for your assignment, download and print out

**In easy-speak.org you will need to:**

Initially- request a speech and your preferred date

Get approval from the VP of Education or President to give the speech

After approval- Confirm your attendance and willingness to give the speech.

Click the pencil icon Edit next to your speech request and fill in your Speech Title, your speech introduction, your Pathway, your Pathway Level and Assignment.

**Write an Introduction:** You will also need to write an introduction to fill in easy-speak,org and to provide to the Toastmaster to give to the TM members\*. This introduction should include:

Your name

The title of the Speech

The Pathway, pathway level, the pathway assignment or pathway objectives of this speech, and the time allowed for the speech

Your purpose for giving or why you want to give this particular speech as well as any objectives you may have beyond the Pathway assignment

Post this in easy-speak and print out a copy in large 14 pt or greater font for the Toastmaster and give it to him/her prior to the start of the meeting

***\*Tip:*** *Bear in mind often it is better for the speaker to utilize the Toastmaster’s time in providing background information, role playing assignments for the audience, or similar information that will clarify your objectives to the audience as opposed to utilizing your time within the speech to do so. Including this type of information in your speech to provide clarification often burns up valuable time and takes away from your ability to have a strong opening, smooth transitions, a high impact conclusion, or in delivering an overall effective presentation.*

**Communicate with your Evaluator:** Get in touch with your evaluator and let him or her know what your assignment is and what you want to learn from the assignment and or how you would like to grow with it as well, and what you would like him or her to watch for or focus on. Provide your evaluator with a copy of the evaluation sheet for use in the meeting and to give you written feedback.

**To Finalize your Speech:** After you’ve finished your speech be sure to go back to Toastmasters.org and complete your assignment in your Pathway. Make sure you’ve completed your “pre” and “post” assessments to ensure you get credit for completing the assignment. You may want to refresh the page and or log out and log back in to verify you’ve gotten the check mark against your project.