Use this template to create an effective introduction for your Toastmasters speeches. This format is also suitable to give to a MC if you are delivering a keynote address or are filling a similar role outside the TM world. Remember your introduction should be in the third person since someone else will be introducing you!

This morning *insert your full name here* will be presenting his/her *insert assignment number here* speech from the *insert Pathway Name here* Pathway entitled “*Insert Speech Title here*.” This is the *insert Assignment Name here* assignment and the member is to present a speech on *insert assignment objective here*. It is a *insert time range here* minute speech

*Insert your first name here* will share *insert your actual speech introduction here.* He/She will tell  *insert further elaboration on your speech here (including specific audience instructions- such as role playing, watching for how you did this or that, etc.).* Please join me in welcoming *insert your full name here* and his/her speech “*Insert Speech Title here.”*

After you have filled all of this in, or modified it appropriately, save it all in 16+ point font without italics or highlighting, and email it to the Toastmaster. It’s best if you print it out along with the evaluation form for your speech (from Pathways), and bring both documents with you to the meeting. Give the intro to the Toastmaster of the meeting and your speech evaluation form to your speech evaluator.