

Toastmaster

The main duty of the Toastmaster is to act as the friendly and genial host for the meeting. My role is to:

1. Welcome Members and Introduce Guests
2. Introduce Theme of the Meeting
3. Introduce the Roles of the Day
4. Introduce the Speakers
5. Introduce the Table Topics Master
6. Introduce the General Evaluator
7. Make the Closing Remarks
8. Return the Lectern to the President

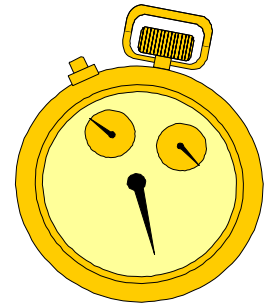


I will be leading the applause throughout the meeting.

- Mister or Madam Toastmaster.

(Reminder – Never leave the lectern unattended and always transfer the leadership of the lectern with a handshake.)

Timer



Today, I am your Timer . My job is to time speeches, evaluations, & Table Topics. (*Sometimes a club may want to time other activities.*)

The purpose for timing is to help participants learn to express a thought or speech within a specific time.

I will use the three colored cards to signal times. When I display the:

Green - You have met the minimum time requirements.

Yellow - You are at the halfway point between the minimum & maximum times.

Red - You have reached the maximum time and need to conclude in 30 seconds.

I will record the time for each person and I will report the times for each speaker later in the meeting. - Mister or Madam Toastmaster.

(For your information)	Green	Yellow	Red	Overtime
Ice Breaker speeches 4 – 6 minutes ±	4 minutes	5 minutes	6 minutes	6 min. 31 secs
Speeches - 5 to 7 minute (example) ±	5 minutes	6 minutes	7 minutes	7 min. 31 secs
Table Topics - 1 to 2 minutes ±	1 minute	1.5 minutes	2 minutes	2 min. 31 secs
Evaluations - 2 to 3 minutes ±	2 minutes	2.5 minutes	3 minutes	3 min. 31 secs

Grammarian / Umm, Ah Counter Word of the Day



Today, I am your Grammarian and Ah Counter.

First, I will introduce the Word of the Day.

Let me introduce today's Word of the Day: _____

It means: _____

And now I will use it in a sentence.



Second, I will listen for members' use of English, words and sounds used as "*filler words*" and "*uncomfortable pauses*".

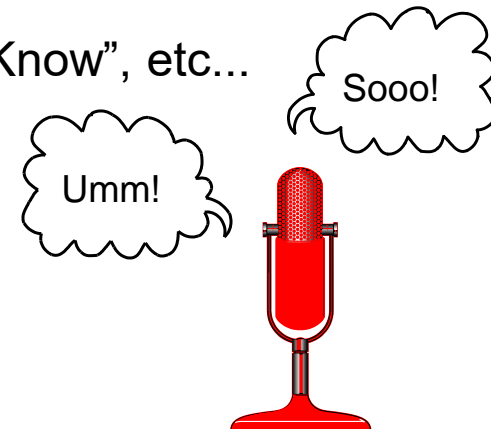
Examples of these are: "Um", "Ah", "And", "Well", "So", "You Know", etc...

I will also be listening for "*repeated*" words or phrases.

Examples: "I, I", "And, And," "To, To", etc...

At the end of the meeting, I will report on what I observed.

- Mister or Madam Toastmaster.



Grammarian - Word of the Day

Today, I am your Grammarian.

I will introduce the Word of the Day.

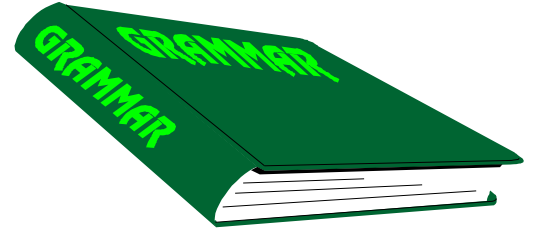
Let me introduce today's Word of the Day: _____

It means: _____

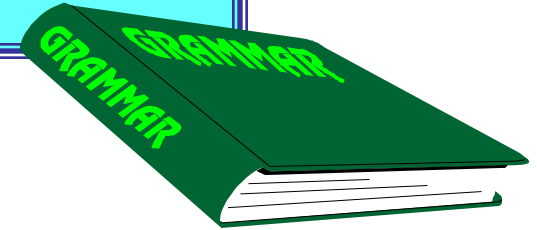
And now I will use it in a sentence.

At the end of the meeting, I will report on what I observed.

- Mister or Madam Toastmaster.



Um & Ah Counter



Today, I am your Umm, Ah Counter.

I will listen for members' use of English, words and sounds used as "*fillers*" and "*uncomfortable pauses*".

Examples of these are: "Um", "Ah", "And", "Well", "Soooo", "You Know", etc.

I will also be listening for "*repeated*" words or phrases.

Examples: "I,I", "And, And," "To, To", etc.

At the end of the meeting, I will report on what I observed.

- Mister or Madam Toastmaster.

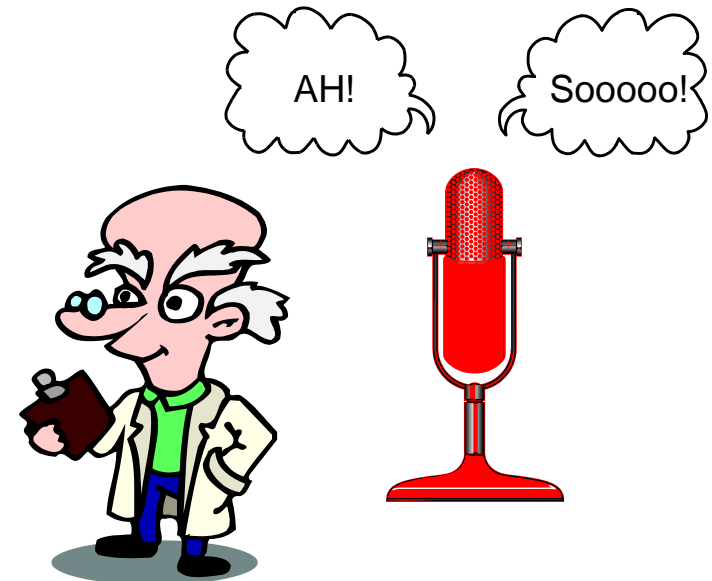


Table Topics Master



Today, I am your Table Topics Master.

My job is to prepare topics for members to talk about. Each participating member will need to speak about the selected topic for 1 to 2 minutes. I will accept volunteer participants or I can select members.

The purpose of TableTopics is to have members “think on their feet”. The idea is to help members learn how to present a meaningful topic, idea, or opinion when they are asked to do so on the spur of the moment - like at a meeting, a training session, or when asked to say a “few words” about your service or product. Or...when someone asks, “What do *you* do?”



During the General Evaluation portion of the meeting, the General Evaluator will have a few kind remarks about your impromptu speeches.

- Mister or Madam Toastmaster.

General Evaluator



Today, I am your General Evaluator.

My job is to evaluate everything that happens during the meeting. I will introduce the Speech Evaluators and ask for reports.

The purpose is for all of us to learn how to improve our meetings. Not just our Toastmasters meetings, but all meetings. All of the roles work together to help improve the quality and flow of our meetings.

Using the Evaluation form, I will be observing:

- if we started on time and if the flow of the meeting was on track.
 - if there were any distractions that could have been avoided.
 - how the evaluators helped the speakers.
 - what the TableTopics speakers did well.
 - how persons with a role performed their duties.
 - was proper meeting etiquette followed.
 - and finally...
 - what went especially well, or what did I like about the meeting?
- Mister or Madam Toastmaster.

