Toastmaster

As Toastmaster, your role is to organize and lead the meeting. This sheet will help remind you of your “during the meeting” tasks.

* After you take control from the Presiding Officer, open the meeting with a bang! Introduce your theme and letting the audience know what they’ll be getting out of their time spent at the meeting.
* If the presiding officer did not ask for cell phones to be turned off or other housekeeping tasks completed, do so.
* If any agenda slots need to be filled, request volunteers.
* Have the General Evaluator introduce their team (Timer & WAG).
* Introduce the first speaker (this should be provided by the speaker). Remember to include their manual, project title, speech title, time limits, and title. If needed, have the speaker’s evaluator announce the objectives and time limits.
* Lead the applause whenever you are in control.
* Request that the timer give a one minute moment of silence at the end of each speech to allow for comments to be written for the speaker.
* Repeat the two above steps for each prepared speaker.
* Remember to call for a timer’s report at the end of the prepared speeches segment. If either the Table Topics Master or the General Evaluator does not request their timer’s report, do so when you take back control.
* Use the time between segments to work your theme into the meeting. For example, after speeches are done and before Table Topics starts, spend a moment to give an interesting fact, next step, or activity in your theme material.
* If the club is voting for best prepared speech, do so if there are enough qualifying speakers. Remind the audience to consider fulfilled objectives first and foremost in their voting.
* If either the Table Topics Master or the General Evaluator does not request voting to be done, do so when you take back control.
* Mind the time. Ask the timer if you need to check if the meeting is on track time-wise.
* Before turning over control to the Presiding Officer, provide concluding remarks based on your theme.

Toastmaster

Below is a checklist for the Toastmaster role, putting things in order from start to finish.

* Take control from the Presiding Officer once they call you
  + If the Presiding Officer did not complete housekeeping tasks, do so now (guests, cell phones, etc.)
* Introduce your theme, if you have one
* If any meeting roles are vacant, fill them
* Introduce the General Evaluator, who will introduce their team (Timer, WAG, etc.)
* Introduce the Table Topics Master and have them explain their role
* Insert the next part of your theme
* Introduce the first speaker, then have the evaluator stand up and read their objectives
  + Lead the applause and hand control over to them
  + When done, lead the applause and take back control
  + Make a positive, relevant comment about the speech
  + Ask the timer for one minute of silence while people write comments to the speaker
* Introduce other speakers in the same way
  + When all speakers are done, call for a timer’s report
  + Call for a vote for the eligible speakers
* Insert the next part of your theme, then introduce the Table Topics Master
  + Take back control after they are done
  + If the TTM didn’t call for a timer’s report & vote, do so now
* Insert the next part of your theme, then introduce the General Evaluator
  + Take back control after they are done
  + If the GE didn’t call for a timer’s report, WAG report, & vote, do so now
* Insert the last part of your theme, then turn control back to the Presiding Officer
  + You can optionally do the guest feedback and awards

Table Topics Master

As the Table Topics Master, your role is to help improve the impromptu speaking skills of the club. You will formulate questions to be answered within a few minutes.

# During the Meeting

Observe who has roles and who does not. Begin selecting members to answer your questions ahead of time, preferring non-role holders. Try to avoid evaluators; they need the time to prepare.

Briefly describe the purpose of Table Topics along with what you’re doing with the theme. For example: “Today’s theme is Pirates…so I’ll be asking you questions about how a pirate might get along in our world, or vice versa.” Let guests know they may participate if they like, but that you’ll choose some of the experienced members first to show them what goes on.

Select a question and state it aloud. Pause, scan the room, then pick the person you want to respond. Lead the applause as they come to join you, then turn over the stage to them. Record who answered what question (you can use the reverse side to keep track). Be ready to take the stage back once they complete their response.

# Other Tips

* Once a member or two has answered a table topic, offer the guests a chance to join in.
* Be mindful of the time. Budget about 3-4 minutes per speaker (includes transitions).
* Remember to call for a timer’s report before turning control back over to the Toastmaster. If voting for the best Table Topic response, provide a recap of who spoke on what topic.

Table Topics Master

|  |  |
| --- | --- |
| Name | Table Topic Responded To |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

General Evaluator

The role of the General Evaluator is to run the “reporting” part of the meeting, which includes introducing the evaluators, calling for the WAG report, and giving your overall evaluation of the meeting. Use the questions below to guide your evaluation. Budget 5-7 minutes for your report.

* **Timely – Did we respect everyone’s time?**
  + Did the meeting start on time? Will the meeting end on time?
  + Have the meeting segments progressed on time?
  + Have we been mindful of time when in control of the meeting?
* **Entertaining – Was the meeting worth coming to?**
  + Was a theme used? How effective was it?
  + What specific parts of the meeting were enjoyable? How can more of these moments be created next time?
* **Educational – What did we learn from this meeting?**
  + Provide feedback for the evaluators (see reverse for guidelines).
  + Were speeches done according to manuals?
  + Who completed a task in their CL manual?
* **Challenging – What motivated us to grow?**
  + Was the word of the day appropriate to the theme and skill level of the club?
  + Were table topics appropriate to the skill level of the club?
  + Were members assigned roles appropriate to their skill level?
* **Organized – Was the meeting well planned and setup?**
  + Was the room ready ahead of time? (evaluation forms, seating, lighting, ribbons, etc.)
  + Was the agenda completed, with roles assigned appropriate to the levels of skill in the audience? Was it printed for everyone?
  + Were introductions provided to the Toastmaster?

General Evaluator

**Evaluator Feedback Guidelines**

* Did the evaluator point out the objectives (or at least, give an executive summary of them) for the project? Did they comment on how these were met?
* Did the evaluator point out what was good about the speech that everyone can benefit from? (i.e. what were the positive examples of the speech?)
* Did the evaluator point out some areas for improvement in a tactful way? Were the suggestions to improve specific and actionable?
* Was the logic behind the evaluator’s observations presented clearly? (e.g. “I noticed your eye contact was good because you delivered an entire thought while focused on a single audience member.”)
* Did the evaluator take care to “pad” their statements with phrases such as “I feel” or “I think” when appropriate?
* What did the evaluator end with? Was it something positive, or something negative?
* Did the evaluator structure the evaluation in an easy to follow way?
* Did the evaluator refrain from making the evaluation a rebuttal or a response to the content presented? For example, if the speaker gave a speech about supporting issue X, did the evaluator spend time speaking against issue X?
* Did the evaluator keep themselves within time?
* Did the evaluator tailor their evaluation to the theme of the meeting?

Timer

The role of the timer is to keep the meeting on time by making sure all segments of the meeting are kept within defined time limits. You should also keep track of what the current time is and where the meeting should be at that point. If the meeting is getting behind, it is your responsibility to notify the Toastmaster, Table Topics Master, or General Evaluator.

# Timing Speeches, Table Topics, & Evaluations

Your primary role will be to use a stopwatch to keep track of how long a speaker is presenting, and provide signals of their progress. Use the reverse side of this sheet to track speaker times.

Prepared speeches usually run for five to seven minutes, with grace periods of thirty seconds allowed either under the five minute mark or over the seven minute mark. Some projects have special time requirements – consult with the speakers.

Table Topics run for one to two minutes, with a grace period of thirty seconds allowed after two minutes. Speakers must speak for at least one minute. The Toastmaster should also request a one minute period of silence after a speaker is finished to allow for writing comments to the speaker.

Evaluations run for two to three minutes, with grace periods of thirty seconds allowed over or under.

While green, yellow, and red signal cards or flags are normally used to indicate minimum, middle, and maximum times, speakers may request audio cues as well. Make sure to hold the flags up for at least 15-20 seconds.

# Keeping the Meeting on Track

The secondary role of the timer is to keep the meeting on track. For example, if the table topics section is taking too long, raise a point of order to note that the meeting is behind schedule.

Timer

|  |  |  |
| --- | --- | --- |
| Role | Name | Time Taken |
| Speaker 1 |  |  |
| Speaker 2 |  |  |
| Speaker 3 |  |  |
| Speaker 4 |  |  |
| Speaker 5 |  |  |
| Table Topics 1 |  |  |
| Table Topics 2 |  |  |
| Table Topics 3 |  |  |
| Table Topics 4 |  |  |
| Table Topics 5 |  |  |
| Evaluator 1 |  |  |
| Evaluator 2 |  |  |
| Evaluator 3 |  |  |
| Evaluator 4 |  |  |
| Evaluator 5 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

WAG

The WAG (Word of the Day, Ah-Um Counter, and Grammarian) is a role that helps us improve our speaking skills by keeping us mindful of our use of the language in different aspects.

# Word of the Day

The word of the day is a word (or short phrase) that you challenge all speakers at the meeting to work into their presentations. Words should be selected according to the theme of the meeting (if there is one), and should be one not used often in day-to-day vocabulary. For example, if the theme is “Spies and PIs”, appropriate words could be “espionage”, “subterfuge”, or “clandestine”. If you want to take it further, you could allow the use of any spy film title (You Only Live Twice, Thunderball, Never Say Never Again) for bonus points.

Record the use (or misuse) per speaker, and provide a visual reminder of the word of the day for the speaker (usually a sheet of paper with the word and definition on it). You’ll also want to watch for other creative and interesting words and phrases.

# Ah-Um Counter

The ah-um counter portion of your role includes counting “verbal crutches” speakers use, such as ah, um, and you know. The chart on the reverse will let you track these pauses.

At the end of the meeting, you will give a report. If any of the particular fillers were used by a single person more five times or more, simply report that they “maxed out” on that filler.

# Grammarian

The grammarian records the use and misuse of the language beyond just filler words. Particular things to watch for include correct subject-object agreement, correct use of tenses, creative use of language, run on sentences, rhetorical devices, alliteration, similes, metaphors, and so on.

Give your report at the end of the meeting when called upon. Start with the negatives, then end with the positives.

WAG

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Ah | Um | You Know | Restart | Grammar Notes | WOTD |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Evaluator

The goal of the evaluator is to provide the prepared speakers with specific, actionable feedback they can use to improve their next speech. This role sheet will give you a framework for performing evaluations.

# Before the Speech

Get familiar with the speaker’s project and objectives. Find out if the speaker has any objectives of their own – this may include suggestions from past speeches they need to work on.

# During the Speech

Split a piece of paper into four quadrants. Label the top left Content, the top right Organization, the lower left Delivery, and the lower right Effectiveness. During the speech, make note of what the speaker does well, and what requires improvement in each of the quadrants. See the reverse for sample qualities to watch for.

# Organize the Evaluation

Look over your notes. Select two to three points that you liked about the speech, two to three points that needed improvement, and the single best thing about the speech. If there is a theme for the meeting, take advantage of it to classify each type (e.g. if the theme is “sci-fi”, the points for improvement could be “red alerts”).

# Give the Evaluation

Take control from the General Evaluator when it’s time. Open, and give a brief executive summary of the objectives, followed by a concise roadmap of what you’ll review, then move into the good points, what needed improvement, and close on the item the speaker did best.

Evaluator

The following is a suggested list of items to watch for in each of the CODE categories.

# Content

* Appropriate for the intended audience?
* Interesting to intended audience?
* Was any material not needed or could something be added to bolster the speech?
* Did the speaker focus on themselves or relate to the audience?
* Did the supporting material have logical and emotional appeal?
* If visual aids were used, what about their relevance, salience, and quality? If no visual aids, would some help?

# Organization

* Was the speech easy to follow, flowing in a natural order?
* How were the transitions?
* Were the objectives clearly stated?
* Did you ever feel lost during the speech?

# Delivery

* Evaluate vocal quality: Pitch, tone, rate, volume.
* Were there sufficient pauses?
* Was the body language appropriate?
* Was there appropriate use of the stage?
* If visual aids were used, were they used smoothly, with no technical issues?
* What about eye contact?

# Effectiveness

* Did the speaker open and close in compelling ways?
* Did you feel compelled to listen?
* Did you feel motivated to know more or take action because of the speech?
* Were the speaker’s objectives met?
* If the speaker was trying to motivate the audience to take action, do you feel they have the ability and knowledge to do so?

Welcome to Toastmasters!

Thank you for visiting our club! You’ve taken an important step to realizing your communication, leadership, and personal growth goals by coming here. This sheet will explain the functionaries that our meeting features.

The **Toastmaster** is the “emcee” of the meeting. Their job is to introduce the **Prepared Speakers** and other roles and keep the meeting on track and productive. The speakers work from specialized manuals, completing projects with specific objectives, in order to hone their skills. These speeches are timed by our **Timer**, who keeps track of how long they take, and flags them as they hit their minimum, middle, and maximum times. The **WAG** (short for Word of the Day tracker, Ah-Um Counter, and Grammarian) also monitors the speakers (and everyone else!) on their use of the language.

After the speakers are done, the timer will give their report. There may also be a vote for the Best Speaker – feel free to vote along with us, and give written feedback to the speakers.

The next segment is designed to build our impromptu speaking skills, and is led by the **Table Topics Master**. They will ask questions, and choose someone to respond to them. ***As a guest, you do not have to participate.*** This is a great opportunity to get initiated, however!

After Table Topics is concluded, the final segment is evaluations. The **General Evaluator** will call up their evaluation team to give feedback to our speakers, as well as the WAG to give their report. When that is complete, the General Evaluator will provide feedback on the meeting as a whole, to help improve our next meeting.

For some commonly asked questions, see the other side!

Welcome to Toastmasters!

# Do I have to pay to be a guest? Is there a limit to how many times I can be a guest?

No, you do not, and no, there isn’t a limit…however, to get started with actually completing projects, you will need to sign up.

# What are the manuals?

Toastmasters has a series of manuals for both beginning and experienced speakers as well as a leadership manual. New speakers start with the Competent Communicator manual, which has ten projects to get you started. These projects focus on specific objectives, such as speech organization, selecting a topic, or persuasion. Once you complete that, you are eligible to receive two free manuals from the advanced series, which has more specialized projects, such as speeches by management, public relations, or even professionally speaking.

# What is a CC? CL? AC? AL? DTM?

Toastmasters has awards for completing manuals and other objectives. For example, when you complete the Competent Communicator manual, you receive the Competent Communicator (CC) designation. As a bonus, whenever you earn a designation, you can request Toastmasters send a letter of recognition to a person of your choice, such as an employer.

# Why is there so much applause?

Public speaking is incredibly stressful for many people, so in our club we applaud often to encourage our members and recognize their efforts. We invite you to follow along!

# How much does it cost to join?

Because dues are pro-rated at the time of joining, the starting cost to join will vary. Our dues schedule runs from October to March, then from April to September. Please consult a club officer for assistance with this.

# What do I need to do to join?

You will need a new member application, and to pay dues via check or cash. Please consult a club officer for assistance with this.