



TABLE TOPICS MASTER

Today, I am your Table Topics Master.

My job is to prepare and issue topics for members to talk about. Each participating member will need to talk about the selected topic for 1 to 2 minutes. I will first select members without roles.

The purpose of this 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 a coworker.

At first, it is not important what you say as long as you continually say something - even if it is unrelated to the original topic. With time and practice, you will learn how to think and speak on your feet.



TOASTMASTER

Toastmasters Roles for the Meeting

The main duty of the Toastmaster is to act as a genial host and conduct the educational portion of the meeting.

1. Introduce Guests
2. Read the Mission Statement
 - **The mission of the _____ Toastmasters Club is to provide a supportive and positive learning environment in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.**
3. Introduce the Functionaries and Speakers
4. Introduce the Table Topics Master
5. Introduce the General Evaluator

I will be leading the applause throughout the meeting.



GENERAL EVALUATOR

Today, I am your General Evaluator.

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

The purpose of this is for all of us to learn how to improve meetings. Not just our Toastmasters meeting, but all meetings. This will help improve the quality and flow of future meetings.

I will be taking notes throughout the entire meeting as to how things went. Some examples of what I will be looking for are:

- Did we start and end on time?
- Were there unnecessary distractions that could have been avoided?
- What went right or what did I like about the meeting?
- How was the flow of the meeting?
- How did the evaluators do?
- How did the functionaries perform?
- Was proper meeting etiquette followed?



GENERAL EVALUATOR FORM

Speaker	Questions/ Things to Consider	Suggestions
President/ Presiding Officer	Did the Meeting start and end on time? Where guest welcomed? Introduced? Asked to share their thoughts?	
Toastmaster	Were the meeting functionary roles explained? Did the speech introductions include: 1) a biographical sketch, 2) objectives of the speech and 3) the speech title? Were the transitions between speeches smooth? Did the comments between speeches indicate that the meeting will end on time?	
Functionary Roles / Reports	Were the functionary roles explained and filled? Did they stand when speaking? Did the reports cover all of the items they were supposed to cover?	
Table Topics Master	Was the Table Topics process explained completely? Were guests invited to participate? Were questions fun and engaging?	
Speech Evaluators	Did the evaluation begin on a positive note? Was at least one suggestion for improvement made? Was encouragement added at the end?	
Room Setup	Was the banner in place? Were the stop watch and stoplight or cards present? Were paper materials on hand: Evaluation Forms, Functionary Forms and Applications	
Meeting Flow	Were there unnecessary distractions that could have been avoided? How was the flow of the meeting?	
General Comments	What went right or what did I like about the meeting? Was proper meeting etiquette followed?	



TIMER

Today, I am your Timer. My job is to time speeches, evaluations, and Table Topics. The purpose for timing is to help participants learn to express a thought and/or speech within a specific time.

I will use three colored cards to signal times (**Green, Yellow, and Red**).

GREEN – You have met the minimum time requirements

YELLOW – You are at the halfway point between the minimum and maximum times

RED – You have reached the maximum time and need to conclude

OVERTIME – You have gone completely over time

	Green	Yellow	Red	Overtime
Icebreaker - 4 to 6 minutes	4 minutes	5 minutes	6 minutes	6.5 minutes
Speeches - 5 to 7 minutes (example)	5 minutes	6 minutes	7 minutes	7.5 minutes
Table Topics - 1 to 2 minutes	1 minute	1.5 minutes	2 minutes	2.5 minutes
Evaluations - 2 to 3 minutes	2 minutes	2.5 minutes	3 minutes	3.5 minutes

I will record the time for each person and I will report the times for each speaker when called upon.



GRAMMARIAN WORD OF THE DAY

Today, I am your Grammarian.

My job is two-fold. First, I will introduce a new word to the members. And second, I will listen for members' use of English.

The purpose for this is to help members improve their use of English, verbally and written. This will allow them to become a more confident speaker and presenter.

Let me introduce today's word – “_____”. It means “_____”, and now I will use it in a sentence. At the end of the meeting I will report on who and how many times members used the word of the day.

As the meeting proceeds, I will be listening to everyone's word usage. I will write down any interesting or exceptional language, as well as any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, etc.) and who erred. At the end of the meeting I will report on what I heard and what I think is the appropriate usage.



AH COUNTER

Today, I am your Ah Counter.

My job is to listen for members using words and sounds as “fillers” and/or “Pregnant Pauses”. Examples of these are: “Um”, “Ah”, “And”, “Well”, “Sooo”, “You know”, etc...

I will also be listening for repeated words or phrases. Examples: “I,I”, “This means, this means”, “To, to”, etc...

The purpose for this is to help members learn how **not** to rely on verbal crutches when they speak. This will make their presentations sound professional and allow them to command respect and credibility when they present now and in the future.

During the meeting, when I hear one of these words, sounds, or pauses, I will click the clicker each time and record it. I will not, however, use the clicker for guests or Ice Breaker speeches.

I will keep a running record for all speakers during the meeting and at the end, I will give my reports as to who said what and how many times that said it.

