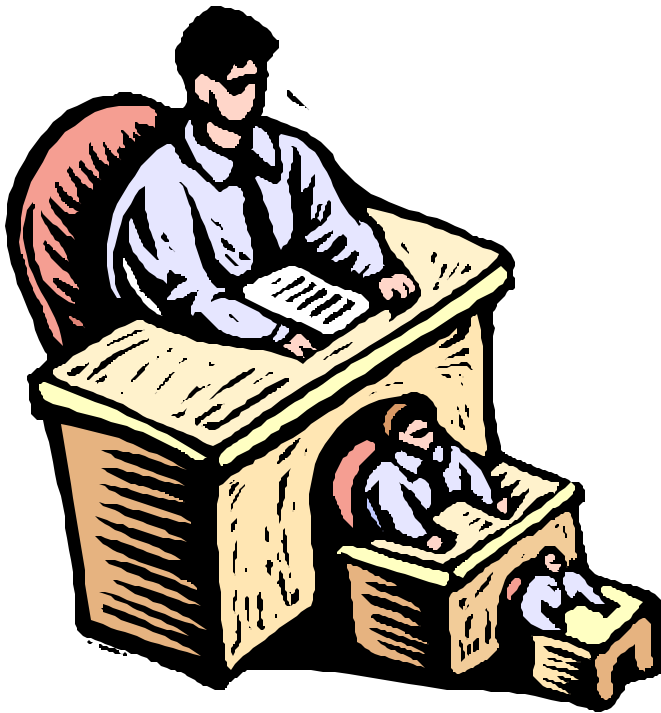


# **Hoggs Hollow Toastmasters**

## **Roles of Program Participants**



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# **Communications & Leadership Program - CTM Speeches (1-10)**

1. The Ice Breaker
2. Speak with Sincerity
3. Organize Your Speech
4. Show What You Mean
5. Vocal Variety
6. Work with Words
7. Apply Your Skills
8. Add Impact to Your Speech
9. Persuade with Power
10. Inspire Your Audience

## Toastmaster:



The Toastmaster of the meeting acts as the host and conducts the entire portion of the program. He or she introduces the Speakers and other participants and creates a pleasant atmosphere. Conduct the meeting in a professional manner, have fun, but please try to set the tone where the members need to fulfill their roles (i.e. thanks and handshakes).

### **Prior to the Meeting:**

It is probably a good idea for the Toastmaster to meet with the Exec Committee/President before the meeting begins just in case there is some info the TM needs to know of.

- Confirm with all participants the morning of the meeting that everyone is able to fulfill their roles; beware – things can change up to the last minute!
- Create an agenda for distribution and go over the agenda on the White Board; ensure that every member and guest has a paper agenda with objectives filled in.... This gives everyone the opportunity to “remember” the speakers’ objective. Please ensure the agenda’s are correct.
- Please make sure that you are in the meeting room about 10 minutes prior to make sure the room is set up accordingly (distribute Ballot Voting Cards, Speech Evaluation Cards...) with the help of the Sergeant at Arms.

## During the Meeting:

- Welcome and either introduce any guest or allow them to introduce themselves.

If they are a guest from another Toastmaster club, information you may want to use as an introduction are: length of time as a TM, level attained as a TM, office held at the club, where they work, their position at the company, hobbies, interests, etc. Are they giving a “book” speech?, if so, from which manual and which speech number? What are the goals for that speech? What is the timing for that particular speech?

If they are not a TM member already, introduce them by name, and possibly ask how they heard about TM and what are their goals (if necessary).

- If necessary, advise members of any Business News (confirm with Exec. Committee).
- Go over the agenda, and address all necessary areas (see next few points) (timing, comment sheets, Umm/ahh counter).
  - Encourage everybody to use the Word of the Day, to vote for best Table Topics as well as to provide comments to Speakers.
  - **Timing:** Instruct the timer as to the timing of the speeches. Example: each of the speeches tonight will be 5-7 minutes in length. I would like to have the Green card at 5 minutes, the Amber at 6 minutes and the Red at 7 minutes. 30 seconds after that we will ring the bell. (The Table Topics Master will explain the timing for Table Topics)
  - **Comment Sheets:** Encourage everyone to fill in the comment sheets. Feedback is vital if a speaker is to improve.
  - Explain the Role of the Ummm/Ahhh counter.
- **Introducing the speaker:** When you introduce the speaker before their speech, give background information. Example: Our next speaker will be speaking from the Communication and Leadership manual. She/he will be giving “book” speech number two, “Be In Earnest”. The objectives of the speech are..... The title of the speech is..... Please give a warm welcome to .... Repeat this same format for the remaining speakers. Note: try to keep

the introductions approximately the same length so that no one is afforded an unfair advantage.

- Allow 1 minute or so for Speech Evaluators to write up their evaluations. When the evaluator is ready, call them up to do the evaluation.
- Evaluations should be done after all of the speeches are done, not after each speech.
- At the end of all speeches and evaluations, thank everyone and remind everyone to complete comment sheets.
- At the end of the meeting, ask guests if they have any comments or suggestions, and if not, they are welcome to stay after the meeting to speak with a TM individual.
- Continue through with the rest of the agenda, create the next meetings agenda, and adjourn the meeting.

## Word Master:



### Prior to the Meeting:

- Mark your word, the meaning and a sentence on the Board so that all members can see it during the meeting.

### During the Meeting:

- Explain the reason for the Word of the Day.

The Word of the Day is another means of getting people up to the front to speak. It is geared to increase your vocabulary.

Mention that during the meeting, you will keep track of how many times club members use it and you will declare a winner at the end of the meeting.

## Joke Master:

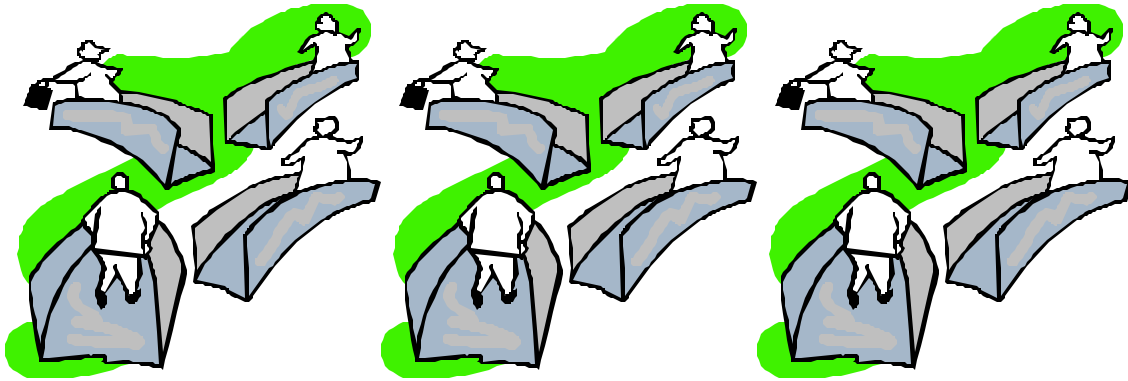


### During the Meeting:

- Explain the reason for the Joke of the Day.

The Joke of the day is another opportunity for someone to come up in front to speak. Also, for some, trying to tell a joke is a challenge, so it is a good opportunity for someone to stretch out and try this.

## Table Topics Master:



When choosing your specific questions, select one that will inspire the speaker to expand on the topic. Don't make the questions too long or complicated. Phrase them in such a way that the speaker clearly knows what you want them to talk about.

Explain the reason for Table Topics.

- Table Topics provides those members not assigned a meeting role an opportunity to speak during the meeting.
- Mention that you will give everybody a topic, and the speaker is to give a 45 second to a one-minute impromptu talk on the subject.
- Table Topics helps members learn to think and speak on their feet.
- Also mention that members can vote for the top 3 Table Topics on the slips in front of them and pass them to the Table Topics Master; you will tally them up and announce the winners at the end of the session.

To change things a bit – to keep members on their toes; change the order of the speakers. Start in the middle, do every second one, do groupings.

## Speakers:



- Preparation is essential to success when you are a speaker. When you write your speech, use the description within your manual as to what your speech is about. It has a lot of good information as to how to start and end it...
- Check the meeting schedule to find out when you are to speak.
- Speak to your evaluator and talk about your speech goals and personal concerns. Emphasize where your speech ability needs strengthening.
- Bring your manual for your evaluator to fill in. Once it is filled in, get it signed by the VP of Education.
- You can forward a speech introduction to the Toastmaster ahead of time so that you have a proper introduction.
- As you begin your speech, acknowledge the Toastmaster, the other members of the group and guests.
- At the end of your speech, never say thank you; simply return control of the meeting to the Toastmaster.
- Please make sure to adhere to the time lines marked in your speech description. Keep an eye on the timer.

# Speech Evaluator:




The Evaluator should only speak for 2 – 3 minutes only about the speaker.


The purpose of the evaluation is to help the speaker become less self-conscious and a better speaker. This requires that you be fully aware of the speaker’s skill level, habits, and mannerisms, as well as his or her progress to date. If the speaker uses a technique or some gesture that receives a good response from the audience, tell the speaker so they will be encouraged to use it again.


Before the meeting, review carefully the Effective Speech Evaluation manual which you received in your New Member Kit. Review the goals of the speech and what the speaker hopes to achieve. Find out exactly which skills or techniques the speaker hopes to strengthen. Obtain the ribbon for the appropriate speech # from the V.P. Education.

During the speech, record your impressions of the speech along with your answers to the evaluation questions. Be as objective as possible. Remember to leave the speaker with specific methods for improving. Begin and end your evaluation with a note of encouragement or praise.

A good rule of thumb is to cover:

“What you saw” 

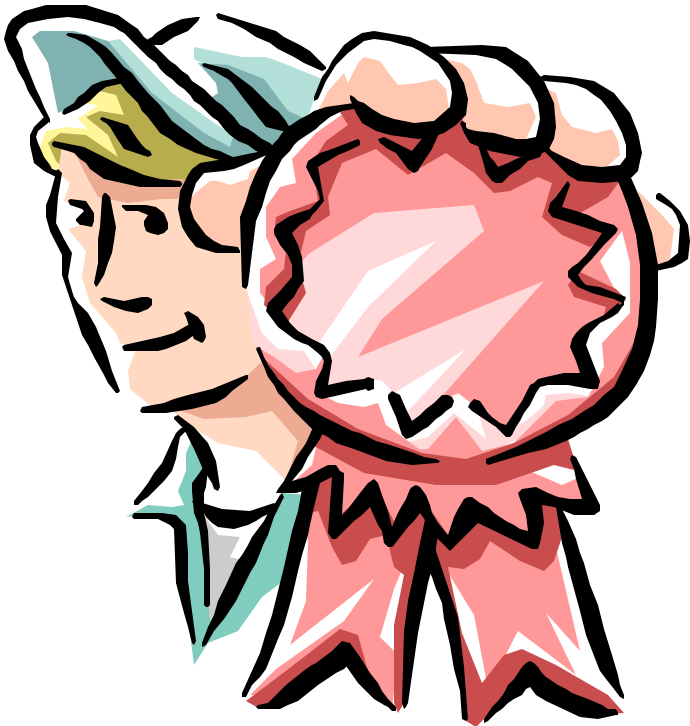
“What you heard” 

“What you felt” 

Present the ribbon to the speaker.

After the meeting return the effective speech evaluation to the speaker and add a verbal word of encouragement.


## General Evaluator:




The general evaluator is just what the name implies – an evaluator of anything and everything that takes place throughout the meeting. You are responsible for the evaluation of the team, which consists of the timer, ummm counter, and table topics master

The Evaluator should only speak for 2 – 3 minutes only about the meeting. The guidelines are similar to a Speech Evaluation.

A good rule of thumb is to cover:

“What you saw” 

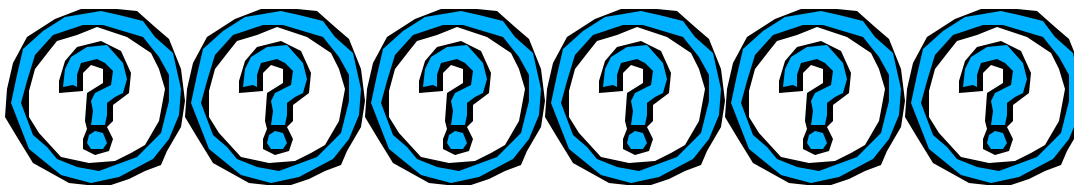
“What you heard” 

“What you felt” 

During the meeting, takes notes on everything that happens (or doesn't but should).

Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above.

## Ummm counter:



The purpose of the Ummm counter is to note words and sounds used as a crutch or pause filler by anyone who speaks during the meeting. The Ummm counter is to create an awareness of how often the members use “fillers” instead of “silent pauses”. The trick is to become aware of this, and learn to pause in silence while we are thinking of what to say next and then continue on. Examples are:

**And, well, but ahh,  
so, you know  
umm, err  
or repeating a word.**

The Toastmaster should prepare a brief explanation of the duties of the Ummm counter for the benefit of the Guests.

## Timer:



One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the Club clearly and precisely.

Before the meeting confirm with the Toastmaster the participants of the day. Confirm with each speaker the time required for each prepared speech. Make sure you know how to operate the stopwatch and sit where you can be seen easily by the speakers.

When introduced, explain the timing rules and demonstrate the signal device. Record each participants name and time used for all aspects of the meeting (i.e. table topics, speeches, evaluators, general evaluator.)

After the meeting, return the equipment and give the completed timer's report to the Secretary for recording.