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# Logos Speech and Debate Society

<http://ryankidd.com/html/LSDS.html>

## **GUIDE TO ROLES AND RESPONSIBILITIES**

Adapted from the Tall Tellers Club Guide, prepared by Anthony Ko, Tall Tellers Club  
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# **1 INTRODUCTION**

In Toastmasters, you learn by doing. Each role you participate in, is a valuable learning experience. There are three main segments to a Toastmasters Club meeting.

1. Prepared Speeches – several members present speeches from the “Communication and Leadership Program” manual
2. Evaluations – each prepared speech is evaluated by a fellow member and all members are invited to submit written comments as well
3. Table Topics – members who are not scheduled as participants on the agenda have the opportunity to present impromptu speeches

## **1.1 THE STORY OF TOASTMASTERS**

Since Toastmasters began, more than two million men and women have benefited from the communication and leadership programs of the organization.

The first club was formed in October 1924, when a group of men assembled by Dr. Ralph C. Smedley met in the basement of the Santa Ana, California YMCA to form a club "to afford practice and training in the art of public speaking and in presiding over meetings, and to promote sociability and good fellowship among its members." The group took the name "Toastmasters."

A year later, a second club was started in Anaheim, California, followed by a third in Los Angeles. By 1930, it was apparent that a federation was necessary to coordinate activities of the clubs and to provide standard methods. After formation of a club in Victoria, British Columbia, the group became known as Toastmasters International.

Growth was slow during the early years, but the number of clubs increased steadily. The forerunner of today's Communication and Leadership program, Basic Training, was introduced in 1942 and has been expanded and updated many times since then to keep abreast of the times and members' needs.

Membership in Toastmasters International increased rapidly after the end of World War II, and by 1954 the number of Toastmasters clubs had approached 1500.

Gavel Clubs were formed in 1958 to accommodate groups wanting Toastmasters training but not qualified for Toastmasters membership. These clubs provide communication and leadership training in correctional institutions, hospitals, and schools. In 1966, the Youth Leadership Program, for young people in junior and senior high school, was added to the list of established community programs being presented by Toastmasters.

In 1962, World Headquarters offices were moved to a new building in Santa Ana, California, not far from where the first club began.

In 1973, Toastmasters club membership was opened to women, enabling them to benefit also from self-development in communication and leadership. In the same year, a comprehensive listening program was introduced to further help members develop their communication skills. The following year saw a celebration of their organization's first 50 years and the promise of an even more successful second half-century.

New programs, including the modular Advanced Manual Series, Success/ Leadership Series and self-study cassette tape programs, were added to augment the Communication and Leadership program. Growth in new clubs, especially in the corporate sector, reached new highs in the late 1980s, with more than 7000 clubs.

Toastmasters International is the undisputed world leader in public speaking training with the promise that the best is yet to come.

*You can visit Toastmasters International official website at [www.toastmasters.org](http://www.toastmasters.org)*

## **2 TOASTMASTER**

### **2.1 PURPOSE**

As the Toastmaster you lead the meeting and keep the agenda flowing smoothly and on time. Your goal is to make the speakers feel as comfortable as possible, to set the stage for the speaker and to bridge between speakers. You are basically tying the meeting together – the common face seen from beginning to end. The Toastmaster sets the tone and can be the difference between an ordinary meeting and one full of energy. You are the Master of Ceremonies.

### **2.2 BEFORE THE MEETING**

- Consult with the Vice President of Education and prepare an agenda
- Choose the theme
- Photocopy the agenda for distribution at the meeting
- Obtain information from the participants for the purposes of introduction – prepare lively, colorful and complimentary introductions
- Obtain the titles and manual project number of the speeches from the speakers

### **2.3 AT THE MEETING**

- Arrive early, greet everyone and say hello – the key is to loosen up, sit near the front of the room
- Check to make sure all participants are present – if not, get back-ups
- Give the agendas and evaluation forms to the Sergeant-at-Arms for distribution
- Make sure that the Sergeant-at-Arms knows about guests, if any
- Call the meeting to order – make sure it starts on time
- Open the meeting by introducing the Head Table, players and guests - deliver the theme
- Introduce the Toastmaster Club, its functions and purposes (or call upon someone to do so)
- Inform everyone of their duties and the timing of each participant
- Introduce speakers to make it easier for them to do their best and get audience attention
- Give general comments and make announcements at the end of the meeting
- Request guests' comments
- Adjourn the meeting

### **2.4 AFTER THE MEETING**

- Make sure you thank all those who showed up and helped out

### **2.5 TIPS**

- When confirming attendance, make sure you speak to the person, do not simply rely on voice mail
- Be well prepared – if not, the audience senses it and your performance can dampen or enhance the presentation of the speakers
- Prepare notes – one small sheet for each time you are at the podium - try eliminating your notes
- When preparing introductions, think of one on your own first then run it by the speaker and ask for suggestions – good introductions are the most important part of your role
- Your introduction should mention the manual, speech number and speech title

- Refer to page 82 in your C&L manual for proper introduction preparation
- When introducing speakers, remain standing until speaker arrives at lectern and has acknowledged you and greet him/her with a handshake, then be seated
- Introduce the General Evaluator, Table Topics Master and Word Master as you would any speaker
- Always lead the applause after making an introduction and continue until the speaker has reached the podium – clapping is for welcoming and thanking the participant – you set the supportive tone
- This is an opportunity to learn the skills necessary to run an effective meeting
- YOU are in charge! You can re-arrange the agenda, try something different, etc.
- A theme provides the framework for introductory remarks for each participant – for example, for a Christmas theme, you may introduce participants by mentioning what they will be doing for Christmas
- Podium = you stand on it                      Lectern = you put your notes on it
- Preside with sincerity, energy and decisiveness – take your audience on a pleasant journey

## 2.6 IDEAS FOR THEMES

Antiques	Kindergarten Teachers	Share your Success
Apologies	Kiss and Tell	Sorrow
Apoplexy	Laughter	Success
Asleep at the Switch	Millionaires	Summer
Awkward Age	Nudists	Take Action
Bankers	Obstacles	Taxes
Birthdays	Optimism	Teenagers
Braggarts	Passion	Time Wasters
Class Reunions	Patriotism	Tomorrow
Co-operation	Perceptions	Traditions
Emotional Maturity	Proverbs	Used Cars
Enemies	Public Relations	Usefulness
Etiquette	Pulp Fiction	Vacation
Evolution	Reach for a Star	Virtue
Focus on your Dream	Reflect the Possibilities	Virus
Freckles	Revenge	Wine
Games	School of Hard Knocks	Winter
Home Cooking	Scientific Minds	Zeal

## 2.7 SAMPLE SCRIPT

12:00 Call meeting to order: (bang the gavel)

*"This meeting will now come to order. Good afternoon, ladies and gentlemen. Welcome to the Hummingbird Toastmasters meeting of <date>. I will introduce our Head Table for today and ask them to stand up. Please withhold your applause until I have presented all persons.*

*Our Table Topics Master is .....*

*Our General Evaluator is .....*

*Our Timer is .....*

*Our Grammarian is .....*

*And I am your Toastmaster, ....."* (lead people into the applause)

*"Please be seated."* (gesture to recognize the Head Table)

If there are any guests:

*"We have a guest today. I will now call upon our Sergeant-at-Arms to introduce him. <name of Sergeant-at-Arms>, would you please introduce our guest?"*

(Sergeant-at-Arms introduces guests)

*"Thank you <Sgt-at-Arms> and welcome [guest name]."*

*"To begin our program today, for the benefit of our guests and new members, I will give an introduction of the Toastmaster Club.*

*The first club was formed in October 1924 by Dr. Ralph Smedley in Santa Ana, California. He assembled a group of men in the basement of a YMCA to practice the art of public speaking and to train in presiding over meetings. At the time, one of the main types of public speaking that a member of society would engage in was after-dinner speaking, a.k.a. toastmastering. Thus, the group took the name 'Toastmasters'. When a club formed in Victoria, B.C., the group became known as 'Toastmasters International.' Today, there are over 8,000 clubs around the world."*

Introduce the Theme

*"The theme of this meeting is <THEME – e.g. Learning>."*

*"Learning occurs in many different settings, for example in school, in training rooms, during informal gatherings or through individual every day experiences."*

*"Learning should be a lifelong process. Here at Toastmasters, we have the opportunity to master new skills, meet new challenges and gain new knowledge."*

12:05 Word of the Day:

*"We will now proceed with the next item on the agenda which is the Word of the Week. <Grammarian> will present to us the Word of the Day. <introduction – e.g. Helen is a programmer with the bank and she is a fairly new member to our group. She is enthusiastic and always willing to participate.*

*Please help me welcome Helen Jones>."*

(initiate applause as <Helen> walks to the lectern and greet her with a handshake)

(<Helen> conducts the Word of the Week)

*"<Helen>, thank you for your interesting word. I am sure that we will adopt it during our meeting."*

(give some comments on that word)

12:07 Table Topics:

*"Let's move on to the most imaginative and carefree part of our session, our Table Topics. < Danny Pringle> will be our Table Topics Master for today. <introduce – e.g. Danny has been with the bank for 12 years in the accounting department. He enjoys sports, music and his motorcycle. Please help me welcome Danny Pringle>."*

(Danny conducts Table Topics)

*"Danny, thank you for your creative topics and thank you all for your enthusiastic participation. It was a lot of fun."*

12:20 Prepared Speeches: (state the purpose)

*"We are now at the part of the agenda where we speak to obtain our CTM, that is, our Competent Toastmaster recognition. The purpose of this formal speech session is to learn how to successfully formulate and express our ideas and get rid of that nervousness we may feel when called upon to speak."*  
*"You have been given 3 evaluation forms, one for each speaker. I would ask you to kindly write your feedback for the benefit of the speakers."*

*"Our first speaker, Lucy Smith is originally from Quebec. She has been with the bank for 2 years and is currently working in Human Resources. She will be giving her Speech#1 from the Communication and Leadership Program, the Ice Breaker speech and her speech is titled "Till Now."*

*"Would Lucy's evaluator, Jean, please read out the objectives and timing of the speech."*

(Jean reads the objectives)

*"Thank you Jean. Remember to keep these objectives in mind when evaluating Lucy's speech."*

*"Please help me welcome Lucy Smith, 'Till Now. 'Till Now', Lucy Smith."*

(applaud speaker to the lectern and greet with handshake)

(Lucy speaks)

*"Thank you, Lucy. Your speech was quite uplifting."* (shake her hand, applaud until she is seated)

*"Will the audience please take one minute to complete the evaluation form for Lucy."*

*(Be quiet for one minute to give people time to fill out the evaluation form*

*)*

*"Our next speaker is ....."* (proceed in the same manner as above for all speakers)

*"Thank you to all of our speakers today."* (general comments)

12:50 General Evaluation:

*"The General Evaluator will now evaluate the meeting as a whole. Our General Evaluator has been a Toastmaster for 15 years and is an ATM Silver."*

*Please help me welcome Karl Manny."*

(initiate applause, handshake)

(Karl conducts the General Evaluation)

*"Thank you Mr. General Evaluator. I am sure we will all benefit from your constructive feedback."*

If there are guests:

*"We always like to know how our guests feel about our meeting. If you wish, you can give a few comments. [Guest], may I have your comments on how you enjoyed the meeting?"*

(guest gives comments)

*"Thank you very much for your comments. Thank you again for coming out to our meeting. You are always welcome back to our future meetings."*

13:00 Adjourn:

*"This was an enjoyable meeting and I will see you all next week. This meeting is now adjourned."*

(Bang the gavel)



### **3 GENERAL EVALUATOR**

#### **3.1 PURPOSE**

As the General Evaluator, you will be providing feedback on the overall quality of the meeting and offer your opinions on the strengths of the club and the areas where it can improve. Your guidance of the speech evaluators and fair summation of the meeting will have a great influence on the members' attitudes. You are the critic of anything and everything that took place throughout the meeting.

#### **3.2 BEFORE THE MEETING**

- Discuss with the Speech Evaluators the manual project they will be working from
- Make sure that the Speech Evaluators have read the objectives from the manual and clearly understand its purpose
- Brief the Speech Evaluators on their goal – to help their fellow Toastmasters develop their skills
- Prepare a brief and thorough talk on the purpose, techniques and benefits of evaluation
- Create a checklist from which you can follow the meeting

#### **3.3 AT THE MEETING**

- Briefly explain any special evaluation guidelines you are using
- Make sure that the Speech Evaluators have the speaker's manual
- Sit near the back of the room to allow yourself full view of the meeting and its participant
- Take notes on everything that happens or doesn't but should – cover each participant
- Call on the individual Speech Evaluators
- Call for the Timer's report
- Give an overall evaluation of the meeting including business sessions, the general quality of speeches and evaluations, the Toastmaster, Table Topics Master, WordMaster, Timer and general conduct of the meeting
- Suggest improvements and end on a positive note

#### **3.4 TIPS**

- This is an ideal time for you to speak your mind on some subjects concerning the conduct of meetings, even though they may not be pertinent to that meeting
- Your role is to be an active observer of the meeting so you need to listen carefully
- Keep your comments short and to the point
- You are not to re-evaluate the speakers though you may wish to add something that the evaluator may have missed
- You may wish to comment on the quality of the Speech Evaluations
- Remember that evaluations are a very important part of making progress in anything
- Guide but don't dominate – your opinion is just one person's opinion and others may disagree with you
- Your general evaluation should cover 3 broad areas: 1-an overall evaluation of the meeting 2-an evaluation of the table topics session 3-an evaluation of the speech evaluators
- Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones

### 3.5 SAMPLE SCRIPT

*"Thank you Madam Toastmaster." (accept control of the meeting and the gavel from the Toastmaster)*  
*"Fellow toastmasters and guests."*

*"This part of the meeting is used to evaluate anything and everything that takes place through the meeting. The evaluation process helps us learn and improve."*

*"Would the Timer please announce the timing of the speakers."*

*"The Speech Evaluators will now evaluate the speakers. Remember that as an evaluator, you should evaluate the speech based on the speech objectives. Give the speakers the deserved praise and tactful suggestions in the manner you would like to receive them when you are speaking."*

*"You will have 2 minutes to speak. Would the Timer please time the evaluators showing the green folder at 1 minute, the yellow folder at 1½ minutes and the red one at 2 minutes."*

*"The first evaluator will be Tony Brown who will evaluate Lucy Smith."*  
(Tony evaluates Lucy's speech.)

*"Thank you Tony."*

*"The next evaluator will be ....."*

*"Would the WordMaster please give her report? The timing will be green at 1 minute, yellow at 1½ minutes and red on at 2 minutes."*  
(the WordMaster gives the report)

*"Thank you."*

*"Now I will comment on the meeting as a whole. I felt that the Toastmaster Sherry Kline did an excellent job. She started the meeting on time, kept the meeting moving at a good pace and added her own humor to keep the meeting interesting. Sherry, occasionally when you were speaking quickly, you started to use 'UM' while you collected your thoughts. Instead, I suggest you try to slow down a bit and just pause. You will find that you will be able to reduce your 'UMs' to a minimum. I was impressed with how comfortable you seemed speaking in front of the group."*

*"The Table Topics were well-prepared and enjoyable. Choosing the speakers instead of passing the envelope around the table was a new and refreshing approach. The only suggestion I have, Thomas, is to maybe control the session by starting to applaud the members that have exceeded the allowed timeframe. This will reinforce to the members that timing is important. You certainly appeared to enjoy directing the session. Good job!"*

*"The 'Word of the Day' was extremely well-chosen. It was an excellent fit for the theme of the meeting. I'd like to commend you, Susie, for a job well done."*

*"The Speech Evaluators seemed to have gained insight into evaluating because I noticed that you all tended to give several good points and also offered suggestions for improvements. I would have to say this was one of the best evaluation sessions I have seen."*

*"The meeting overall was fun, educational and very well run. I'd like to thank all involved for their commitment and effort. Keep up the fabulous work and keep the creativity flowing."*

*"Madam Toastmaster." (return control of the meeting and the gavel back to the Toastmaster)*

## **4 SPEECH EVALUATOR**

### **4.1 PURPOSE**

The evaluation is to help the speaker become less self-conscious and a better speaker. You will be giving the speaker both an oral and a written evaluation. The evaluation you present can make the difference between a worthwhile or a wasted speech for your speaker. Your goal is to offer feedback on the strengths of the speech and provide information that will assist the speaker to improve.

### **4.2 BEFORE THE MEETING**

- Talk with the speaker to find out the manual project he/she will be presenting
- Review the goals of the speech and what the speaker hopes to achieve
- Find out exactly which skills or techniques the speaker wants to strengthen through the speech

### **4.3 AT THE MEETING**

- Look for the speaker and get his/her manual – confirm what the speaker wants you to watch for
- Meet briefly with the General Evaluator to confirm the evaluation session format
- Record your impressions of the speech in the speaker's manual – be as objective as possible
- When introduced, stand and give your oral evaluation – begin and end on a positive note

### **4.4 AFTER THE MEETING**

- Return the manual to the speaker
- Add a verbal word of encouragement – something not mentioned in the evaluation

### **4.5 TIPS**

- If the speaker uses a technique or some gesture that receives a good response from the audience, tell the speaker so he/she will be encouraged to use it later
- Use a critique sheet as a guide – arrange your material under Content, Delivery, Voice, Body Language, Effectiveness, etc.
- Do not read out your written responses to the evaluation questions
- Avoid whitewash, i.e. "great speech, nothing to improve" – we can all improve on one point
- Keep your oral evaluation short: give one point on organization, one on delivery and one on attainment of purpose – give a suggestion for improvement and state the speaker's greatest asset
- Don't allow the speaker to remain ignorant of a serious fault or mannerism – you can write it down if you would prefer not to mention it in front of the group
- Praise a successful speech and specifically tell why it was successful

## 4.6 SAMPLE SCRIPT

*"Mr. General Evaluator, fellow toastmasters, guests and Cathy."*

*"I really enjoyed your speech. You certainly met your objectives of providing vocal variety, especially when you imitated the disgruntled employee. I loved your humor throughout the speech and I certainly enjoyed your message: Thank Goodness I Have a Job."*

*"There were many good examples of vocal variety throughout your speech. I thought that the variation in the loudness of your voice really added to the speech. Most of us can relate to the feeling created when we hear a disgruntled employee whispering away. Immediately, we think about the worst. I also thought your imitation of the disgruntled employee talking to the keen motivated staff member really illustrated the point that you can really cause de-motivation in other members. Your voice is very easy to listen to because you tend to talk in a storytelling manner."*

*In future speeches, may I suggest you try to concentrate on your enunciation for 'ing' words to add that extra polish to your speech. For example, I hear you say 'I was gonna finish it on time' and 'My co-workers are always talkin' behind my back.' Perhaps, you could tape your next speech to see if you can recognize and avoid these problems."*

*"Overall, I found your speech extremely interesting and effective. Your research on the topic was very thorough and your humor was worthy of imitation. Concentrate on your pronunciation and you will be well on your way to being a very proficient speaker. Well done Cathy."*

*"Mr. General Evaluator."*

## **5 TABLE TOPICS MASTER**

### **5.1 PURPOSE**

As the Table Topics Master, you will be leading the Table Topics portion of the club meeting, which can be the liveliest and the most enjoyable part of the meeting if it is handled right. This exercise provides an opportunity for everyone to think fast, stand up and speak.

### **5.2 BEFORE THE MEETING**

- Check with the Toastmaster to find out which members have roles for that meeting
- Prepare interesting Table Topics
- Keep your topics preferably on a single theme and based on the meeting's theme

### **5.3 AT THE MEETING**

- Explain the functions and procedures of the Table Topics exercise
- Encourage guests to participate so as to gain the most from the meeting but explain that participation is optional - never embarrass anyone
- Explain the timing procedures to the Timer - request that the timer "commence the applause to thank the speaker" at the one-minute mark
- Encourage speakers to use the Word of the Week
- Keep the program rolling and keep your comments short

### **5.4 TIPS**

- Originality is desirable as much as possible – this is an excellent opportunity to be creative
- Choose topics from common knowledge or current events
- Each speaker may be given an individual subject or a choice of subjects may be presented from which the members can draw at random
- When choosing your specific questions, select ones that will inspire the speakers to expound on them and give their opinions
- Don't make the questions too long or too complicated – questions that are longer than the answers are not recommended
- Phrase your questions in such a way that the speaker clearly understands what you are asking
- Calling on speakers at random serves 2 purposes: first, it holds everyone's attention – each one is thinking of a response should he/she be called on to speak and second, it adds to the value of the impromptu element by giving everyone an opportunity to improve his/her "better listening and thinking" skills
- Call on a respondent that does not have a role on the agenda

## 5.5 SAMPLE SCRIPT

*"Thank you Madam Toastmaster. Fellow toastmasters and guests."*

*"Toastmasters has a tradition - every member speaks at a meeting."*

*"Table Topics is the part of the meeting where we practice our impromptu speaking skills. It serves 2 purposes:*

*1 - to give everyone an opportunity to speak*

*2 - to get people to practice thinking fast on their feet*

*Everyone will have one minute to think of the topic and one minute to speak. Mr. Timer, would you please show the green folder at 30 seconds, the yellow at 45 seconds, the red at 1 minute and start clapping to thank the speaker."*

*"It seems that some people find this part of the meeting slightly challenging so I figured I would make the topics for today very, very easy and comfortable. Favorite Things. What is your favorite.....and why?"*

*"However, for that reason, I will pick the speakers out of this envelope. I will pick the next name before each speaker starts to ensure that everyone has one minute to think. Anyone whose name is on the Agenda is not in the envelope. We will continue in this manner until <12:25> p.m."*

*"Remember to use the Word of the Day which is ....."*

(pick a name out of the "names" envelope)

*"The first name is ..... Pick your topic." (pass the "topics" envelope to the person chosen)*

*"In order to provide the first speaker with one minute to think, I will try one now."*

(pick a topic and speak – when finished, pick the next name and let the person chosen prior speak)

*"Thank you Anna." (thank each participant)*

(wrap up)

*"Thank you all for the enthusiastic and involved participation. I'm sure this exercise brought us both training and enjoyment. Madam Toastmaster."*

## 5.6 TABLE TOPICS IDEAS

### 5.6.1 THEME

Write up questions on a single theme, such as communication, and have members pick one at random from an envelope.

### 5.6.2 KEY ORGANIZER

Display a wall-hanging key organizer (one that can hold a dozen keys) with keys of all types and sizes. Ask participants to speak about the thoughts or memories that the keys evoke.

### 5.6.3 LIMERICK

Give everyone a limerick but leave out the last line. The speaker has to make it up.

### 5.6.4 IRRELEVANT WORD

Give each speaker a very, very simple question, for example, "Your Day at the Beach" or "Your Day at the Zoo." While a person is speaking, the Table Topics Master yells out a single irrelevant word that the speaker must include in his/her topic. You can do about 4 words per speaker. Here's a sample:

Speaker: *"I was walking along the sand and admiring the blue sky..."*

TT Master: *"TIGER!"*

Speaker: *"and I felt so good in my bathing suit with its cute tiger picture."*

### 5.6.5 FORTUNE COOKIES

Have a big bowl full of Chinese fortune cookies and have each speaker pick a cookie. When it is time to speak, the person will read his/her fortune and give an interpretation of that fortune for his/her life.

### 5.6.6 LIFE AS AN OBJECT

Describe what your life would be if you were an object. In the envelope, have words such as a mirror, a table, a chair, a briefcase, a door, etc.

### 5.6.7 STORYTELLING

The Table Topics Master starts a story and calls upon a speaker to continue that story. After 30 to 50 seconds, he/she interrupts and calls upon another speaker to carry on the story from that point. You may determine who will be the 10-12 speakers beforehand.

### 5.6.8 JEOPARDY

Come up with 6 question categories and 5 questions for each category. Take a poster board and make pockets for each question. Label the categories at the top of each column. This gives people a chance to choose a category they feel comfortable with.

### 5.6.9 THE SMALL BOX

Put an item in a small box and ask a speaker to describe what is in the box without giving the word away. What is in the box? A mirror.

### 5.6.10 WEIRD WORDS

Give the speaker a word from the dictionary. This is usually a word which almost nobody has ever heard before. The speaker stands up and tells everyone what he/she thinks this word means. Because the words are strange and unheard of, there is a great potential for people to use their imaginations and come up with just about anything as a definition.

### 5.6.11 LICENSE PLATES

Make personalized "license plates" and have each speaker pick one out of the envelope. Ask, "What type of vehicle are you and who owns you?"

ERNDIT  
SLO4X4  
RRWIDO  
MYCAR  
TRAVLNY

### 5.6.12 SONG WRITER

Take the first line from a song and ask the speaker to explain what inspired them to begin this song with this phrase.

### 5.6.13 BOOK TOUR

You have just authored a book and are on a promotional tour for your book. Explain to us why we should all rush out and buy this wonderful book. You obtain the title from the table topics envelope.

### 5.6.14 CABINET MINISTERS

What would you do if you were the Minister of .....? Each ministry is picked from the envelope, for example, Minister of Transportation, Minister of Education, Minister of Agriculture, etc.

### 5.6.15 FAVORITES

The question is, "What is your favorite.....and why?" The speakers pick a subject out of the envelope. Examples are music, dessert, color, singer, actor, TV show, activity, sport, books, etc....

### 5.6.16 MISCELLANEOUS

You arrive at the airport ON time after having dodged all that traffic – BUT – you forgot the tickets! What do you do?

If you were Princess Diana and you have the chance to turn back time, would you marry Prince Charles again. Why?

You are a fly on the tail fin of a Boeing 747 that has fallen asleep. You awaken and the plane is going 400 miles per hour! Tell us how you feel!

Some people say a little white lie is sometimes okay. What do you think?

### 5.6.17 WHAT IF....?



## 6 GRAMMARIAN (WORD MASTER)

### 6.1 PURPOSE

As the Grammarian, you will be introducing a new word in order to enrich the members' vocabulary and challenging them to use the word during any speaking opportunity.

### 6.2 BEFORE THE MEETING

- Consult with the Toastmaster to find out what the Theme is
- Select a "Word of the Day" that supports that theme and helps members increase their vocabulary
- Print your word, its part of speech and a brief definition in large letters so it can be seen from the back
- Prepare a sentence showing how the word used
- Prepare a brief explanation of the purpose of the "Word of the Week" for the benefit of new members

### 6.3 AT THE MEETING

- When introduced, announce the "Word of the Day", state its part of speech, define it, use it in a sentence and ask that anyone speaking during the meeting use it
- Briefly explain the role of the Grammarian
- Throughout the meeting, write down who used the "Word of the Day" or a derivative of it and note those who used it correctly or incorrectly
- When called upon by the General Evaluator, give your report

### 6.4 AFTER THE MEETING

- Give your report to the Secretary

### 6.5 TIPS

- The word selected should be one that can easily be incorporated into everyday conversation but is different from the way people usually express themselves
- Adjectives or adverbs are usually more adaptable than nouns or verbs but any form can be used

### 6.6 SAMPLE SCRIPT

*"Madam Toastmaster, fellow toastmasters and guests."*

*"The purpose of the 'Word of the Week' is to expand our vocabulary list. It helps refresh our memories even if we already know this word. It helps to expand our vocabulary if we do not."*

*"The 'Word of the Week' is **WINNOW**" (pronounce it correctly)*

*"WINNOW is a verb and can also be used as a noun. The meaning is to remove (as chaff) by a current of air; to get rid of something undesirable or unwanted. It is often used with the preposition 'out'. For*

*example, 'It is the best chance to winnow out the inefficient MPs during an election.' 'It is now time that I winnow myself out from the lectern.'*"

*"Madam Toastmaster."*

(return control of the meeting to the Toastmaster with a handshake)

## **7 TIMER**

### **7.1 PURPOSE**

Time is an essential part of anything we do. As the Timer, you are responsible for monitoring and recording the time taken by any speaker and evaluator. This allows the members to practice expressing a thought within a specific time. Each segment of the meeting is timed. Being the Timer gives you an excellent opportunity to practice communicating instructions.

### **7.2 BEFORE THE MEETING**

- Confirm scheduled program participants with the Toastmaster and General Evaluator
- Confirm time required for each prepared speech with the speakers

### **7.3 AT THE MEETING**

- Get timing equipment from the Sergeant at Arms
- Sit where the signal device can be seen easily by all
- When introduced, explain the timing rules and demonstrate the signal device
- Throughout the meeting, signal each program participant as indicated below
- Also signal the Toastmaster, Table Topics Master and General Evaluator when they have reach their allotted time
- Note the time that the meeting started as well as the different segments of the meeting
- Record each participant's name and time used

### **7.4 AFTER THE MEETING**

- Return the timing signal device to the Sergeant at Arms
- Give the completed timer's report to the Secretary for recording speech times in the minutes

## **8 SPEAKER**

### **8.1 PURPOSE**

As a speaker, you will be delivering prepared speeches based on project objectives from the Communication and Leadership Program manual. Preparation is essential to your success. The purpose of giving speeches is fairly obvious. We give a speech, we receive feedback, we decide what advice is valid and worthwhile, we incorporate what we learned in the next speech. This is a never ending cycle that leads to a gradual building up of skill sets that make us a better speaker.

### **8.2 BEFORE THE MEETING**

- Prepare your speech using the manual as a guideline
- Practice and rehearse! This is a crucial step!
- Find out who your evaluator will be
- Discuss your speech goals and personal concerns with your evaluator
- Prepare an introduction of yourself for the Toastmaster – refer to page 82 in C&L manual

### **8.3 AT THE MEETING**

- Arrive early – sit near the front for easy access to the lectern
- Give your manual to your evaluator before the meeting starts
- Make sure the Toastmaster has your introduction
- When it is your turn to speak, take a few deep breaths and give your best

### **8.4 AFTER THE MEETING**

- Get your manual from your evaluator and discuss any questions you may have
- Have the VP Education initial the Project Completion Record on page 56 of your manual

### **8.5 TIPS**

- As you begin your speech, acknowledge the Toastmaster and the audience – examples of proper address are: Fellow Toastmasters, Honored Guests, Most Welcome Guests, Mr. Toastmaster, Madam General Evaluator, Mr. Table Topics Master, etc.
- When you finish your speech, never thank your audience – simply return control to the Toastmaster
- Always wait for the Toastmaster to return to the lectern, shake hands then return to your seat
- Read pages 80-82 in your Communication and Leadership manual
- For tips on using visual aids, refer to pages 83-84