



Welcome to
(Club Name)
Toastmasters
Club

Before the meeting please contact **(Person's Name)**. Kindly provide your name, email id and contact number for our record and submit the guest fees.

Then mingle with members and have your queries answered.

Sergeant At Arms or **SAA** is arranging the meeting room and will begin the meeting.
Please feel free to ask the SAA for any assistance you may need.

Toastmaster of the Day or **TMOD**, will guide us through the meeting with the **Theme of the Day**. TMOD will introduce speakers and control the meeting.

Grammarian of the day will introduce **Word of the day**, it is mentioned on board with its meaning and usage. This is related to the Theme of the day. Try to use it during the meeting.
Grammarian will comment on language usage during the course of the meeting, and will provide examples of eloquence

Presiding Officer will motivate members with the opening message. He will invite some guests to share what brings them to Toastmasters or their expectations from the program.

"Ah" Counter is a role where the member can enhance listening skills. "Ah" Counter will note any word or sound used as a crutch or filler words and filler phrases, etc. by the speakers.

Timer is a role where member is responsible for monitoring time for each meeting segment and each speaker.
It's an excellent opportunity to practice giving instructions and time management.

In **Prepared Speeches**, Members working on their different speech skills will deliver their prepared speeches.
There are 10 Projects to work under first level "Competent Communicator" i.e. CC.
Higher level projects are Advance Communicator Bronze or Silver or Gold. i.e. ACB or ACS or ACG.

As a **Table Topics Speaker** you will practice, **listening** skill when you listen the topic which is announced twice
thinking on your feet as you are provided 10 seconds to think,
organizing your response and
speaking skill as you formulate/articulate your speech on the given topic for minimum **ONE** minute to qualify for the vote.

Table Topics Master
practice planning, preparation, organization, time management and facilitation skills.
It is not only preparation for session but also topic selection.

Table Topic/ Impromptu Speech

BREAK – let's take a break for 15-20 minutes and you can discuss your queries and experience with other members while over snacks and chai!

General Evaluator will take us through the session with the help of evaluators and will then evaluate the meeting generally.

Evaluation – Each prepared speech is evaluated by an experienced Toastmaster. Evaluator will use the Sandwich or CRC, i.e. Comment-Recommend-Comment, method to evaluate the speech. In TM, a speaker is motivated when receiving areas for improvement.

Feedback Sheet are already placed on your desk or handed over to you during registration. If not, kindly ask for a few sheets from the SAA.

Use one Feedback sheet for each prepared speaker, which is to be handed over to the speaker during the break.

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| <p>TOASTMASTERS INTERNATIONAL Speaker</p> |
| <p>Contents</p> |
| <p>Body language</p> |
| <p>Voice Modulation</p> |
| <p>Strengths</p> |
| <p>Areas for improvement</p> |
| <p>Any other Feedback</p> |

Voting ballot is already placed on your desk or handed over to you during registration. Here you cast your vote for your preferred qualified speaker/role player.

Voting Ballot

Please Vote for the best of the following:

Prepared Speaker _____

Table Topic Speaker _____

Speech Evaluator _____

Big Three _____

(Toastmaster of the day i.e. TMOD **OR** Table Topic Master i.e. TTM **OR** General Evaluator i.e. GE. Vote for one of the 3 role players of the day)

Kindly hand over the Voting ballot to SAA when instructed by the Presiding officer.

Vote of Thanks by Presiding Officer where guests are invited to share their experience in today's meeting.

Ribbon Distribution where Presiding officer will announce winners and award them with a certificate or Ribbon

Meeting Adjourns and now you may continue your discussions with members.