



# **Glen Abbey Toastmasters Handbook**

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# WELCOME

Welcome to the Glen Abbey Toastmasters Club. The Club's Executive Committee would like to express their sincere wish that your stay with us will be long and memorable, and that all of your objectives related to the acquisition of communication and leadership skills will be realized.

In joining Toastmasters International, you have added your name to a long list of leaders. More specifically, by joining Glen Abbey Toastmasters Club, you have made a decision to join the circle of winners. Our members are dedicated, fun loving and committed to helping each other in a spirit of support and sharing, in order that their dreams of becoming better communicators can become reality. It is that kind of spirit that has allowed this club to maintain a distinguished club status since its inception on **March 30, 1992.**

This handbook is designed to guide you along that road to excellence by providing you with all the information necessary to participate confidently in all Club activities, not only during our regular meetings, but beyond that level as well. In order that our members have every opportunity to excel in the various tasks, thereby contributing to their growth and self-confidence, we offer them, by way of the handbook, detailed outlines for the various meeting functions. It is the aim of these outlines to ensure that all responsibilities are carried out in a proper sequence and with confidence. It is hoped that members use their own words, which they may feel comfortable with rather than memorizing the proposed scripts. The script should be used only as a template. Enjoy your new handbook and treat it as a valuable source of reference.

Excel in your Toastmasters experience and realize that you are now a member of an outstanding, dedicated group of individuals that will support you in your communication and leadership goals. Our club is very committed to creating a fun and comfortable learning environment to help you grow in your speaking skills. Be proud that you are an integral part of the Glen Abbey Toastmasters Club.

Your Glen Abbey Executive Team



## **OUTLINE FOR SERGEANT-AT-ARMS (SAA)**

Although the SAA does not talk very much at a typical meeting, the responsibility of ensuring that the meeting room is well prepared and that the meeting itself starts on time with enthusiasm is under his/her jurisdiction. It is not expected that SAA carry out all the required duties on his/her own but it is essential that the required work gets done. Delegation of responsibility to committee members or any other reliable person is very important to ensure meetings run smoothly. Coordination with other members and executives is essential to doing a good job.

### **Advance Preparation**

- Planning ahead is the key to a successful Toastmaster meeting.
- Ensure that you have all the materials required for the meeting (lectern, educational materials, timing light, voting forms, ribbons or certificates and trophies, etc.). The SAA is fully responsible for the administration and management of the Club property.

### **Pre-Meeting Activities**

- Set up Lectern, timing light and any special equipment requested.
- Post proper signs to help guests find the meeting room.
- Lay out education materials, name cards, guest book, brochures, etc.
- Distribute agendas and any other handouts provided.
- Hang up Club banner.
- Lay out trophies on table in front of lectern and gavel on top of lectern.

### **When Members and Guests Arrive**

- Greet all meeting attendees and make them feel welcome
- Request guests to sign the guestbook
- Make temporary name cards for the guests
- Ensure members pick up their name tags
- Explain or get someone to explain the Toastmasters program to the guests with the help of the promotional literature provided for the guests.
- Assign a member host to each non-Toastmaster guest for the duration of the meeting.



### **During the meeting**

- Sit near the door – or assign someone – so you can ensure any late arrivals are taken care of easily and quickly without disturbing the rest of the meeting
- Ensure extra chairs are available for the late comers
- Collect ballots and feedback forms in a manner requested by whomever is in control of the meeting at the time. Tally votes afterwards.

### **After the meeting**

- Clean up the meeting room with the help of other members. Keep any reusable materials such as extra ballot forms, handouts, educational material, etc.
  - Pack all items neatly in the boxes in the same manner they were packed at the start of the meeting. Check if anything requires a refill for the next meeting.
  - Ensure all materials are complete and packed away properly.
  - Make a final quick tour of the premises to ensure nothing is left behind, and that the room is clean and neat. You or your delegate should be last person out of the room.
- 



## OUTLINE FOR THE CHAIRPERSON

### Prior to the meeting

The Chairperson is the most important function of the meeting. The Chairperson is like the conductor. Your job is to ensure all is in harmony and the meeting flows smoothly.

### One week prior to the meeting

- Review your parliamentary procedures
- Discuss your role with V.P. Education and start planning your meeting theme.
- Call the Toastmaster for speakers and evaluators
- Call the Table Topics master
- Call the person presenting the Toast
- Call the Timekeeper
- Call the Grammarian
- Call the Quizmaster
- Call the Parliamentarian
- Confirm all assignments preferably by Sunday (*3 days before the meeting*)
- Prepare the agenda for the meeting (*see sample agenda for timing for a normal meeting with three speeches*)

### During the meeting

The Toastmaster will introduce you.

*[After being introduced by the Toastmaster, the Chairperson comes to the lectern and takes the gavel from the Toastmaster to indicate he/she is in control].*

### Opening

Thank you Toastmaster ..... for that wonderful introduction. Good evening fellow Toastmasters and Guests and welcome to Glen Abbey Toastmasters weekly meeting. I am delighted to be your chair for this evening. We have a great meeting in store for you. So sit back, relax and have fun.

### Theme

The **theme** tonight is .....

.....

.....



**Introduction of Officers**

I would now like to **introduce our officers** for the meeting tonight. As I call the names of the officials please rise and remain standing. Would the rest of the audience kindly hold their applause until I have completed the introduction of the officers.

- Toastmaster .....
- General Evaluator .....
- Table Topics Master .....
- The Secretary .....
- The Sergeant-At-Arms .....
- The Timekeeper .....
- The Grammarian .....
- The Parliamentarian .....
- Toast .....
- Quizmaster .....

My name is ..... and I am your Chairperson for this meeting. These are your officers for the evening. [*Lead applause*]

**Introduction of Guests**

Now I would like to **introduce our guests**. Toastmaster ..... would you like to introduce your guest(s)?

*[After each guest has been introduced lead applause & welcome the guests and mention that we are glad to have them attend our meeting].*

**Toast**

Now we come to our **toast** for the evening and I would like to call upon Toastmaster ..... to give the toast. [*Toast*] Thank you Toastmaster ..... [*Lead applause*]

**Introduction of Grammarian**

Would the **Grammarian** please stand up, introduce the word for the evening, and explain his/her function. [*Grammarian's presentation*] Thank you Toastmaster ..... [*lead applause*]

**Quizmaster**

Would the **Quizmaster** please explain his/her function. [*Quizmaster's presentation*] Thank you Toastmaster ..... [*lead applause*]



**Educational Session**

*[If there is an educational session, introduce the person and, at the end, thank them].*

**Table Topics**

Now we come to the fun part of our evening namely **Table Topics**. And to conduct that session, I would like to introduce our Table Topics Master .....  
*[lead applause]*

Thank you Toastmaster ..... for the wonderful Table Topics session. *[lead applause]*

**Business Session**

I would now like to start the **Business** session *[Bang gavel]*.

Could the secretary please read the **minutes** of the last meeting.  
Are there any errors or omissions in the minutes?

*[Listen to all comments and ask the secretary to make the necessary corrections]*

If there are no comments then I would like to declare the minutes approved as read (or corrected, as the case may be). *[Bang the gavel]*.

Is there any **business arising** from the minutes?  
Is there any other **unfinished business** to discuss?  
*[Address each one accordingly]*

Do we have any **Officers’ reports**?

Do we have any **Committee reports**? *[Standing and Special committees]*

During the **Share your Greatness** segment, I would like to invite one Toastmaster to share how Toastmasters has helped improve his/her life outside the Club.

**New Business Session**

Now we are going to start our New Business session. May I ask the Timekeeper to turn on the red light and ring the bell after ..... minutes (usually 10 minutes but it may vary depending on schedule).

Is there any item of new business to be tabled at this meeting?  
*[This is where a new motion may be tabled. See parliamentary procedures on motion rules and regulations on the following pages. Also have your Robert’s Rules book handy and do call upon your parliamentarian when in doubt. Ensure that all items/motions brought up for discussion is properly disposed of. Usually this session ends when the Timekeepers gives the red light. Otherwise, you may want to say:].*

Having no further items of business, if there are no objections, I will now declare the business session closed. *[Bang gavel]*

**Parliamentarian Report**

Could the Parliamentarian please give his/her report. *[At the end of the report, thank the parliamentarian and lead applause]*

**Recess**

Now I would like to **Recess** for ..... minutes. May I ask the Timekeeper to turn of the red light and ring the bell with the time is up?



*[At the end of the recess, bang the gavel to let everyone know that recess is over. Wait for every one to be seated and then continue with the agenda.]*

**Prepared Speeches**

Now, to start our **Prepared Speeches** portion, I would like to present to you a very fine Toastmaster who will be hosting this part of the meeting.

This person .....  
.....  
.....  
.....

Ladies & gentlemen, please help me welcome our toastmaster for this evening,  
Toastmaster ..... *[Lead applause, pass the gavel to the Toastmaster and take a seat.]*

*[At the end of the Prepared Speeches session, after the Toastmaster has given the awards.]*

Thank you Toastmaster ..... for enlightening us with a wonderful Prepared Speeches Session. *[lead applause]*

**Great Toastmaster of the Evening**

I would like to reward a person who has helped making this meeting great by .....  
..... *[Call this person to the lectern and give him/her a ribbon.]*

**Guests' Comments**

*[At this point, invite guests to give their comments.]*

Since participation is the key to self-improvement at Toastmasters meeting, I would like to ask our guests for their comments on tonight's meeting. *[Make sure you have the guests' names and thank each one warmly.]*

### **Next Week's Speakers**

May I have Next Week's speakers introduce briefly their speech topic? *[Invite each one in turn to talk about his/her upcoming speech.]*

Is there any other business to be discussed for the good of Toastmasters?

If there is no other business, I declare this meeting adjourned. The time is now .....  
Meeting adjourned! *[Bang the gavel]*



GLEN ABBEY TOASTMASTERS - CLUB # 8644

[www.glenabbeytoastmasters.com](http://www.glenabbeytoastmasters.com)

DATE: ?? Theme: ??

OFFICERS FOR THE EVENING

Chair Person:	??	Toast:	??
Table Topics:	??	Grammarians:	??
Toastmaster:	??	Quizmaster:	??
General	??	Sergeant-at-Arms:	Pravin
Evaluator:		Parliamentarian:	??
Timekeeper:	??		
Secretary:	June		

7:30 PM	Call to Order / Introduce Chair	??
	Introduction of Theme	??
	Introduction of Guests	??
	Toast	??
	“Word of the Evening”	??
7:40 PM	Table Topics	??
	Point of View	??
7:55 PM	BUSINESS SESSION:	??
	Reading of Minutes	June
	Business Arising from Minutes	
	Old or Unfinished Business	
	Officers’ Reports	
	Standing Committees’ Reports	
	Special Committees’ Reports	
	“Share your Greatness”	One Great Toastmaster
	New Business	
	Parliamentarian’s Report	??

**8:15 PM Recess - 10 minutes**

8:25 PM Introduction of Toastmaster ?? by ??

<u>SPEAKERS</u>	<u>EVALUATORS</u>
??	??
??	??
??	??

8:55 PM	Introduce General Evaluator	?? by ??
9:10 PM	Grammarians’ Report	??
9:12 PM	Quizmaster’s Report	??
9:15 PM	General Evaluator’s Report	??
9:20 PM	Awards	??
9:22 PM	“Great Toastmaster” of the Evening	??
9:23 PM	Guests’ Comments	Our Guests
9:26 PM	Coming Up Next Week	Next Week’s Speakers
9:30 PM	Adjourn	??



*[Add the names of next week's participants by copying them from the roster distributed by the V.P. Education or posted on the Web site.*

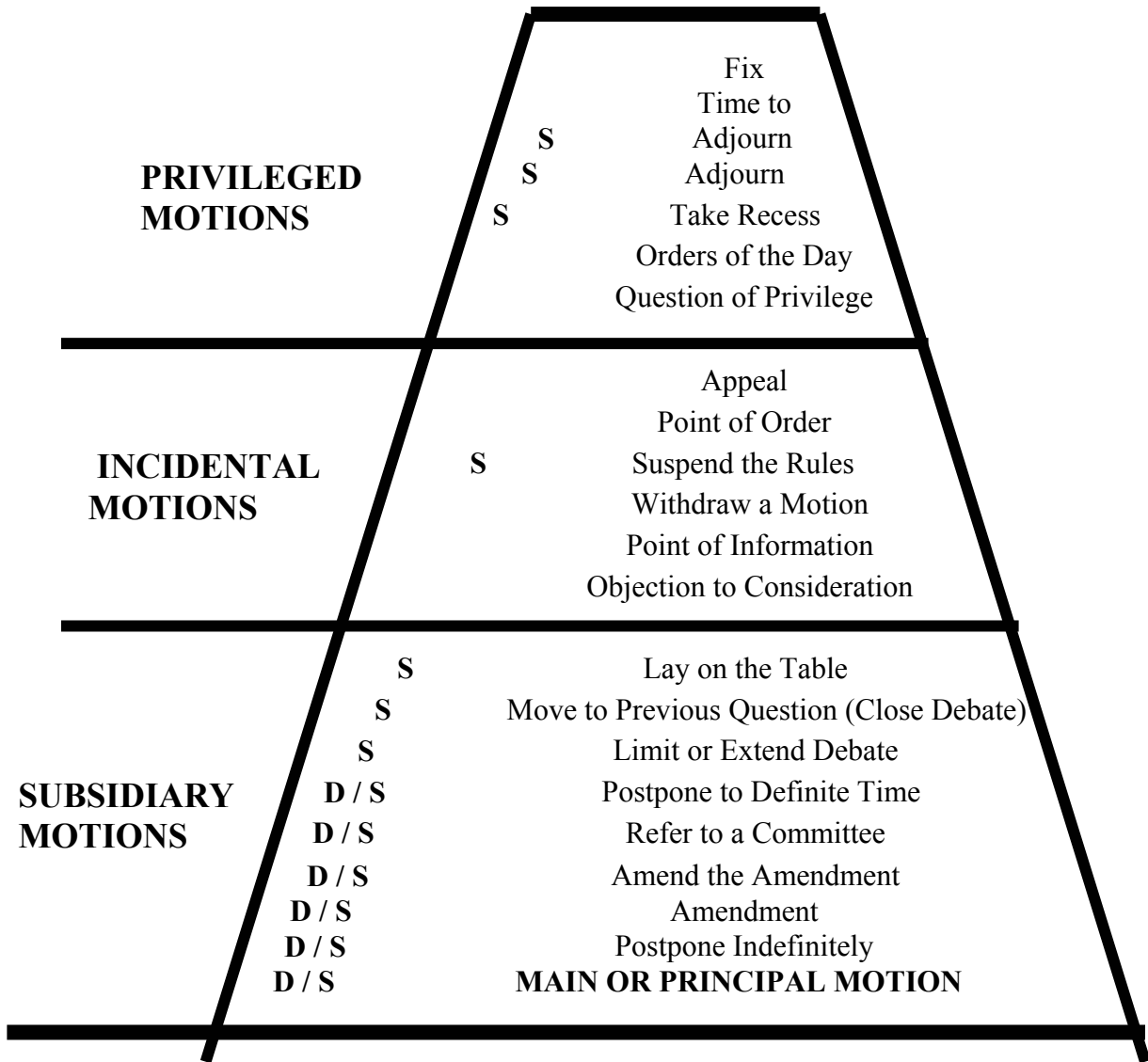
*Also, please note that, in order to finish on time, the first half of the meeting should end at 8:15 PM if there are three speakers in the second half. But it can end at 8:25 PM if there are only two speakers.]*



# PARLIAMENTARY PROCEDURE PYRAMID

## Motions in order of Precedence

*(Except for Incidental Motions, which have no rank among themselves)*



Miscellaneous motions after action has been taken on main motion:

‘Take from the table’  
 Rescind **(D)**  
 Reconsider **(D)**

Only motions marked ‘**D**’ are debatable.  
 Motions marked ‘**S**’ require a second.



## CHART OF MOTIONS

(1 through 13 – in order of precedence)

*Accept the rule of majority  
Respect the rights of the minority*

	<b>Motion</b>	<b>Type of Motion</b>	<b>Interrupt Speaker</b>	<b>Require Second</b>	<b>Amendable</b>	<b>Debatable</b>	<b>Required Vote</b>	<b>Purpose</b>
1.	Fix the Time to which to adjourn	Privileged	No	Yes	Yes	Yes *	Majority	To set time for continuation of meeting
2.	Adjourn	Privileged	No	Yes	No	No	Majority	To close the meeting
3.	Take a recess	Privileged	No	Yes	Yes	No	Majority	To interrupt the meeting
4.	Raise a question of Privilege	Privileged	Yes	No	No	No	-----	To request a personal privilege
5.	Call for the Orders of the day	Privileged	Yes	No	No	No	-----	To require adherence to agenda
6.	Lay on the Table	Subsidiary	No	Yes	No	No	Majority	To interrupt business for some urgent reason
7.	Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	To close debate on pending motion
8.	Limit or Extend	Subsidiary	No	Yes	Yes	No	2/3	To limit or extend debate
9.	Postpone to a Certain Time	Subsidiary	No	Yes	Yes	Yes	Majority	To postpone to another specified time
10.	Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	To send to a committee for further study
11.	Amend	Subsidiary	No	Yes	Yes	Yes	Majority	To alter or modify the wording of a motion
12.	Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	To avoid a direct vote on a motion
13.	Original Main Motion	Subsidiary	No	Yes	Yes	Yes	Majority	To introduce new business

*\* May vary under certain circumstances*



(Chart of Motions, continued)

## Motions 14 - 21

There is no order of precedence within this group but any one of them takes precedence over motions 1 - 13

	<b>Motion</b>	<b>Type of Motion</b>	<b>Interrupt Speaker</b>	<b>Require Second</b>	<b>Amendable</b>	<b>Debatable</b>	<b>Required Vote</b>	<b>Purpose</b>
14.	Point of Order	Incidental	Yes	No	No	No	-----	To enforce rules and order
15.	Appeal	Incidental	Yes	Yes	No	No *	Majority	Try to resolve a ruling
16.	Question or point of Information	Incidental	Yes	No	No	No	-----	Obtain answers to questions and seek information
17.	Suspend the Rules	Incidental	No	Yes	No	No	2/3	Set aside rules that interfere with action desired.
18.	Object to Consideration	Incidental	Yes	No	No	No	2/3	To avoid unprofitable questions
19.	Division of a Question	Incidental	No	Yes	Yes	No	Majority	To divide a question
20.	Consideration by Paragraph	Incidental	No	Yes	Yes	No	Majority	To consider by sections
21.	Division of Assembly	Incidental	Yes	No	No	No	-----	To provide more accurate count of the vote
<b>SPECIAL MOTIONS</b>								
22.	Rescind	Bring back to assembly	No	Yes	Yes	Yes	2/3 *	To nullify a motion previously adopted
23.	Reconsider	Bring back to assembly	Yes	Yes	No	Yes	Majority	To bring back to review

\* May vary under certain circumstances



## OUTLINE FOR THE TOASTMASTER

### Prior to the meeting

**One week before** the meeting:

1. The Chairperson will call you to confirm your assignment. Ask for the evening's theme to incorporate it in your portion of the program.

#### **(a) Speakers:**

- Confirm assignments – speakers should have their own replacements, if necessary
- Obtain necessary information – biographical data, manual project number, speech objectives, title, time limits.
- Caution speakers to be aware of the time limits for their speech.

#### **(a) General Evaluator:**

- Confirm his/her assignment
  - Give him/her information – confirmed speakers and their manual assignments
  - Obtain information for introduction of General Evaluator.
1. Plan opening comments, which will set the stage for speakers and enthuse the audience.
  2. Plan introductions for speakers and General Evaluator. Use your imagination to avoid hackneyed introductions. In the case of speaker introductions, your introductory material can include biographical data and /or enumerate the qualifications of the speaker. The introduction may hint at the subject matter to be presented, but the Toastmaster must never “give away” the essence of the speech.
  3. Arrange speaking order.

### During the Meeting

*[The Toastmaster is responsible to call the meeting to order and introduce the Chairperson. The Toastmaster should approach the lectern about two minutes before the meeting is to start. Bang the gavel and wait for every one to be seated].*

### Call to Order

Fellow Toastmasters and Guests, I would like to call this **meeting to order**. I will be your **Toastmaster** for this **evening**. We have a great evening in store for you. To **begin**



tonight's program, it is my pleasure to **introduce to you our chairperson** for this evening.

**Introduction of the Chairperson**

[*Say few words about the person and his/her Toastmasters accomplishments.*]  
.....  
.....

Fellow Toastmasters **please join me in welcoming Toastmaster** .....

[*After the recess, the Toastmaster takes control*]

**During the Prepared Speeches Session**

Thank you Mr./Madam Chairman for that flattering introduction. Fellow Toastmasters and guests, I would now like to welcome you to the **Prepared Speeches** portion of the meeting. This really is the heart of Toastmasters, where members deliver speeches on a subject that they have selected and researched.

My duty here tonight will be to act as your host for this part of the meeting, which consists of a), **Prepared speeches** and b) **General Evaluation**.

During the prepared speeches session, our Toastmasters have the opportunity to put their speaking skills to work on a selected subject that they have thoroughly researched. Much time goes into the preparation and practice for these speeches.

During the **General Evaluation**, Toastmasters receive valuable constructive feedback regarding their speeches and their performance in the various tasks that have been assigned to them during the course of the meeting.



**Evaluation forms:** To assist each speaker and to develop your own listening skills, special feedback forms have been provided to each of you here. These forms are to be used to provide written feedback to the speakers.

The is also a ballot for: a) the **Best Speaker**, and  
b) the **Best Evaluator**.

You are strongly encouraged to use these forms during the meetings.

**For the benefit of the guests:** [*if guests are present and if time permits*]

The Toastmasters program is based on specific program manuals. The first of these manuals is known as the **Communications and Leadership Manual**, which sets out the objectives of **10 prepared speeches**. Toastmasters who have completed and passed these 10 projects, receive a **“Competent Toastmaster”** or **CTM** designation.

For Toastmasters who have completed the basic manual, there are available 15 advanced manuals, each specializing in a specific aspect of public speaking and each containing 5 speech projects. The specialization includes: Speaking to inform, the Entertaining Speaker, The Professional Speaker, and so forth. Those Toastmasters completing 10 speeches out of two selected manuals will in turn get the designation of ATM Bronze, ATM Silver and ATM Gold.

These manuals guide the speakers through the basic steps of good public speaking, each project building upon the skills learned in the previous speeches.

Tonight we will have the pleasure of listening to ..... Prepared speeches.

Our **first** speaker will deliver a ...#..... Speech from the basic manual (or advanced manual on ..... ) The **objectives** of this particular speech are the following:

.....  
.....  
.....

Before I introduce our first speaker, I would like to explain timing procedures for our Timekeeper:

This speech is ..... minutes long and I would like to have the **Green** Light at .... minutes, **Yellow** at .... minutes and **Red** at .... minutes.

[*Explain the reasons for timing speakers and the fact that speakers who do not speak within the assigned time will not be eligible to the vote for “Best Speaker”.*]



The **Evaluator** for this speech will be Toastmaster .....

Our **first** speaker ....[give relevant information] .....

Fellow Toastmasters, please help me welcome our **first** speaker [Announce “Speaker’s name”, “Speech title”, “Speech title”, “Speaker’s name” ]

[Lead applause upon completion of the speech and thank the speaker]

Thank you Toastmaster .....

Please take a minute to give the speaker your written feedback on the special forms provided. Could the Timekeeper give the official time of the speech?

[Repeat this process for the second and third speakers.]

[After the last speech]

This concludes the **Prepared Speeches** portion for this evening.

To summarize, we have heard the following speakers:

1. ....
2. ....
3. ....

[At your discretion, exclude from the vote any speakers with timing infractions]

Using the appropriate ballot form in front of you, please take a moment to vote for the **Best Speaker** for the evening. For the benefits of those who are not familiar with the voting procedure, I would like to point out that the best speaker is the speaker who best achieved the required objectives of his/her speech project. Could the Sergeant At Arms please collect the ballots.

Now we have come to the **Evaluation** part of the evening, which will be led by the **General Evaluator**.

Our **General Evaluator** for this meeting is ..... Ladies and gentlemen, please join me in welcoming our **General Evaluator** for this evening’s program, Toastmaster .....

[After the Evaluation session]

It is now my duty and honor to present some **awards**:

The **Best Table Topics** award tonight goes to .....



The **Best Speaker** award tonight goes to .....

The **Best Evaluator** award goes to .....

In general, I think we had a meeting of very high quality tonight and I would like to thank all the participants, especially the speakers, for a job well done.

This **concludes** my function as your Toastmaster for this evening's program. I will return the control of this meeting back to our Chairperson, Toastmaster .....

---



## OUTLINE FOR THE GENERAL EVALUATOR

### Prior to the Meeting

One week before, contact the following:

#### **Evaluators:**

- The Toastmaster will call you to confirm your assignment. Get speakers' names and their project number.
- Confirm evaluator assignments and assign evaluators to each speaker. Evaluators should have their own replacements, if necessary.
- Call the Toastmaster with Evaluator names, and which speaker they will evaluate.

### During the Meeting

Thank you Toastmaster ..... for that nice introduction, and welcome to the last part of the Prepared Speeches Session, the **Evaluation**.

The function of a General Evaluator is to provide feedback to the meeting's participants. It is like holding up a mirror to reflect your performance back you. Feedback is an essential element of the learning process and is meant to encourage the drive to excellence and self-improvement.

### Evaluation of Prepared Speeches

Let me begin the **evaluation of prepared speeches**, which will be done by assigned evaluators. Before I introduce our first evaluator I would like to explain the timing procedures: Madam/Mr. Timekeeper could you please give the **Green** light at 2 minutes, the **Yellow** at 2 minutes and 30 seconds, and the **Red** at 3 minutes. After the red light, the evaluators will have 30 seconds to wrap up.

*[Explain the reasons for timing evaluators and the fact that evaluators who do not speak within the assigned time will not be eligible to the vote for "Best Evaluator".]*

I would now like to call on the evaluator for speaker #1, Toastmaster .....  
To give his/her evaluation of Toastmaster .....

*[After the evaluation]*



Thank you Toastmaster .....for your evaluation.

[Repeat this process for the second and third evaluators.]

You have just heard three evaluations:

1. ....
2. ....
3. ....

Mr./Madam Timekeeper, may I have the timings for the evaluations.

[At your discretion, exclude from the vote any evaluators with timing infractions]

Now could you please take a minute to vote for the best evaluator.

Now, could I have the Grammarian’s Report?

[Presentation of report]

Could we now hear the Quizmaster’s Report?

[Presentation of report]

Now here is my general evaluation of the meeting. Madam/Mr. Timekeeper could you give me the **red** light at 4 minutes [Between 3 and 5 minutes, depending on how much time you have] Let me begin by evaluating the **meeting preparation**, which is the responsibility of the Sergeant-at-Arms.

**Meeting Room**

Comment on arrangements such as seating, display of club banner, educational materials, name cards, agendas, feedback forms, greeting of members and guests, etc.

**Comments on the Meeting**

[You may want to comment on some of the following items.]

- On Time
- Appropriateness of Theme
- Chairperson
- Introduction of Guests
- Toast
- Table Topics
- (The Business Session was already covered by the Parliamentarian)

Toastmaster  
Evaluators  
Grammarians  
Quizmaster

Comment on general atmosphere, enthusiasm, participation, and timing.  
End on an encouraging positive note.  
Rate the meeting with a mark or an adjective.  
Return control back to the Toastmaster.

---



## OUTLINE FOR THE TABLE TOPICS MASTER

### Prior to the Meeting

- Call the Chairperson for the evening to relate your Table Topics to the theme chosen by the Chairperson's.
- Depending on time prepare 6 – 8 table topics around the theme.
- Bring your table topics to the meeting and hand them to selected participants (*it is recommended that you select participants who are not speaking or taking a significant role in the meeting*).
- You may wish to use the following schedule to make your job easier.

#	Name	Subject
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

### During the Meeting

[After being introduced by the Chairperson, you are in control]

Thank you Mr./Madam Chairperson for this kind introduction. Now we come to the **impromptu speaking** portion of the evening, **Table Topics**.

For the benefit of our guests [*if guests are present*], the **objective** of Table Topics is to acquire the ability to speak well when called upon and do so with **only little prior preparation**.

Speaking “off the cuff” is something we are likely to be asked to do at work or in social situations. Learning to “think on your feet” is important during interviews, discussions, debates and seminars.

The **benefits** of impromptu speaking are many and 3 of the most important are:

1. You learn to remain cool under pressure,
2. You gain self-confidence, and



3. You learn to develop readiness of the wits.

The **format** we will use is to have the **next sequential speaker** open their envelope as the current individual speaks. May I ask the **first speaker to open his/her envelope** now?

*[Give information or instructions on your chosen subject while the first speaker is getting ready.]*

The timing for each speech is 1 minute. Mr./Madame Timekeeper: **Green at 0:30, Amber at 0:45, Red at 1:00**

*[Explain the reasons for timing speakers and the fact that speakers who do not speak within the assigned time will not be eligible to the vote for “Best Table Topic”.]*

May I ask Speaker #1 to begin and Speaker # 2 please open your envelope.

*[Thank the speaker and lead the applause]*

*[Repeat this process for each speaker.]*

You have **just heard .....**speakers expressing their feelings about a variety of subjects:

Mr./Madame Timekeeper could I have the time duration of all speakers please?

*[At your discretion, exclude from the vote any speakers with timing infractions]*

Please use the ballot in front of you to vote for the **Best Table Topics speaker**.

### **Wrap-up**

That concludes my function as your **Table Topics Master** and thank you for your active participation.

I will now **return the control** to our Chairperson of the evening, .....



## OUTLINE FOR THE GRAMMARIAN

Being a Grammarian is truly an exercise in expanding your **listening skills**. There are two basic responsibilities.

- 1) Introduce a new word to members by selecting the “**word of the evening**” and count how many times the “**word of the evening**” has been used.
- 2) Comment on the use or misuse of the English language. In addition to that, watch for unusual or picturesque words, imaginative use of language, and hesitations described as “**ums and ahs**”. It is a good idea to bring a dictionary.

### Prior to the Meeting

- Call your Chairperson to find the theme for the evening
- Select a “**word for the evening**” and tie it to the **theme** if possible. Choose a word that can be used in the context of a Toastmasters meeting. Make sure the word is not too common, in order to expand your fellow Toastmasters’ vocabulary.
- Write or type the word on a sheet of paper, **in letters large enough to be seen from the back of the room**.

### Upon Arrival at the Meeting

Tape your visual aid on the lectern but fold it back so that it can’t be seen yet.

### During the Meeting

When introduced, explain the role of the Grammarian. Announce the “word of the evening” and ask the Chairperson to display the sheet at the front of the lectern. Define the word, specify whether it is a noun, adjective, verb, etc., use it in a sentence, and encourage anyone speaking during any part of the meeting to try to incorporate it into their speech.

*[During the Evaluation section of the meeting]*

When called by the **General Evaluator**, stand by your chair and give your report regarding the “word of the evening”. Mention ums and ahs. Try to offer the correct usage in every instance in which there was a misuse, instead of only explaining what was wrong. It is not necessary to name Toastmasters who make errors. Give special attention to **GOOD** use of the language.



## OUTLINE FOR THE QUIZMASTER

The role of the Quizmaster is truly an exercise in expanding everyone's **listening skills**. There are two basic responsibilities:

1. Listen very carefully throughout the meeting and prepare 5 to 7 questions
2. When called by the General Evaluator, ask a question and then call on a member to answer it. [*Thank the members when finished*]

## OUTLINE FOR THE PARLIAMENTARIAN

The Parliamentarian observes the Business Session to keep track of parliamentary procedures in action. The Parliamentarian is usually an experienced Toastmaster who understands Robert's Rules of order.

The Parliamentarian assists the Chairperson during the business session, upon the Chairperson's request. He or she can advise on the order of business, how to proceed next, how to handle ambiguous motions, etc., at the Chair's discretion.

The Parliamentarian gives a brief report at the end of the business session. He or she comments on how well and how fairly the Chairperson carried out the majority's wishes regarding the business of the day. He or she also offers suggestions for improvement.



## OUTLINE FOR THE TOAST

- The Toast should be given to a single person, or sometimes a group.
- In giving praise to someone, it should be mentioned why the praise is being given. In other words, a build-up of the person being honored is necessary.
- The name of the person should always be given last, keeping the audience in suspense until the very last moment.
- If possible, toast a person who has recently done something exceptional and focus on their achievements.
- The Toast should not be more than one minute.

### To Give the Toast

Stand and give background information on the person [*for instance, the Queen*]. Then take your glass in your hand and say: “**Will you please stand ...** [*Wait until everyone is standing*] **and join me in a toast ... to the Queen**”. The phrase “**to the Queen**” is repeated by the assembly and everyone drinks.

After the toast, say: “**Please be seated**”, and sit down.

## OUTLINE FOR THE POINT OF VIEW

Give a two to three minute speech on a subject that moves you. This can be something about which you feel strongly, or it can be an information session on a topic on which you are knowledgeable.

The 2-3 minute duration is the average time it usually takes to give your point of view in any social situation.

