# 

**Dalian No.1 Toastmasters Club**

**Program Assignment**

**Guide**

**Revised Nov. 30, 2007**

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# **Toastmaster**

**Duties:** Act as a genial host/hostess; Earnestness, good humor and enthusiasm is needed.

## **Prior to the Meeting**

* **Check with VP Education or the future agenda to find out the:**

Program changes

Participants and their roles

Special events, such as new member inductions, award ceremonies or officer installations

* **Complete the speaker biography sheets before the assignment. This will make the introduction easier. This biography sheets should includes:**

Speaker's background

Previous speeches

Speech number and manual

Nature, purpose and objectives

Timing

The title of the speech.

## **Upon Arrival at the Meeting**

* **Check that all assignment takers are present. The assignment takers include Timer, Grammarian/Ah counter, Table Topic Master, General Evaluator and prepared speech speakers.**
* **Remind TTM not to call on Speakers for Prepared Speech.**

## **During the Meeting**

* **Arrive early in order to confirm role takers have arrived.**
* **Find substitutes if necessary. (Ask EVP/President to help if necessary)**
* **When introducing the speakers give a brief and prestigious introduction.**
* **Don't comment on the speech after the speaker finishes. Merely thank the speaker.**
* **Always lead the applause before & after the speaker starts/finishes.**
* **Remain standing near the lectern after the introduction till the speaker has acknowledged you and assumed control of the meeting, then be seated.**
* **Take full control of the meeting, especially when speakers go over time.**

## **A Sample Script for the Toastmaster**

Here is your script for the introduction to Toastmaster duties:

*Welcome to Dalian Toastmasters Club!*

*My name is, and I will be your host for this evening. Whether you are a professional or a student, Toastmaster is the best way for you to improve your communication skills. You not only learn to speak confidently, but also to listen effective by taking on the role of an evaluator. Basically, tonight’s agenda is divided into 2 main portion: Impromptu and prepared speeches. To achieve the purpose of Toastmaster, every speech will be evaluated. Before we go into the impromptu & prepared speeches, let me introduce to our General Evaluator, who will in turn introduce his team of evaluators. GE…*

## **A Toastmaster’s Record Form**

**INTRODUCTION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME: | GE | TTM | Speaker 1 | Speaker 2 | Speaker 3 |
| OCCUPATION: |  |  |  |  |  |
| NATIONALITY / PROVINCE: |  |  |  |  |  |
| HOBBIES: |  |  |  |  |  |
| SPEECH TOPIC: |  |  |  |  |  |
| PROJECT #/Timing |  |  |  |  |  |
| PURPOSE |  |  |  |  |  |

# **Grammarian**

**Duties: As a grammarian, you need to comment on the use of English during the meeting.**

## **Prior to the Meeting**

**Prepare a brief explanation of duties.**

* **Select a “Word of the Day”. A work that can be incorporated easily into everyday conversation. An adjective or adverb is suggested since they are more adaptable than a noun or verb.**

## **During the Meeting**

* **Briefly explain the role of the grammarian**
* **Announce the “Word of the day,” define it, use it in a sentence, and ask anyone speaking during any part of the meeting use it.**
* **Listen for the vocabulary, pronunciation and grammar.**
* **Throughout the meeting, listen to everyone’s word usage; Write down any awkward use or misuse of the language.**
* **Note the good use of words.**
* **Point out the “Word of the day”.**
* **Give fresh viewpoints by offering the correct usage in every instance where there was misuse instead of only explaining what was wrong.**
* **Report on creative language usage.**

## **A Sample Script for the Grammarian**

Here is your script for the introduction to Grammarian duties:

*Good evening, my fellow toastmasters & welcomed guests! I’m pleased to be the Grammarian of tonight’s meeting.*

*As a grammarian, my job is to pick out the good usage and bad usage of language during the meeting. I will pay attention to your pronunciation, grammar and vocabulary.*

*At the end of the meeting, I will make a report based on my observation for you.*

*Toastmaster of the Evening!*

## **A Grammarian’s Record Form**

|  |  |
| --- | --- |
| **Good Usages** | |
| Good words and sentences | Rhetoric Devices |
| **Usages need to be improved** | |
| Pronunciation | Grammar |
|  |  |

# **Ah Counter**

**Duties: The purpose of the Ah counter is to note words and sounds used as a “pause filler”. The Pause filler is not only “ah, um, er”, but also the repetitive words such as “I, I” or “This means, this means.” The Pause filler occurs when the speaker is thinking over what to say next so it shows the nervousness and lessen your reliability and conviction of the speech subject. Eliminating these pause filler will improve the quality of your presentation.**

**Some examples of “Ah”s include:**

**Sounds such as" uh, um, er"**

* **Repeats of a word or phrase such as "I, I" or "This means, this means."**

## **Prior to the Meeting**

**Prepare a brief explanation of duties.**

## **During the Meeting**

* **Throughout the meeting, listen for the “Ah”s made by every speaker and count them accurately.**
* **Report the number of Ahs made by the speakers during evaluation session.**

## **A Sample Script for the Ah Counter**

Here is your script for the introduction to Ah Counter duties:

*Good evening, my fellow toastmasters & welcomed guests! I’m pleased to be the Ah-Counter of tonight’s meeting.*

*In the speech, there are sounds and words used as “pause filler”, Eg, sounds like “ah”, “er” and “em” repetitive words such as “I, I” or “This means, this means.” Eliminating these annoying sounds and words will improve the quality of your presentation. I will count the number of the “ahs” I hear you make. At the end of the meeting, I will make a report for you.*

*Mr/Madam General Evaluator!*

## **An Ah-Counter’s Record Form**

|  |  |  |
| --- | --- | --- |
| **Speaker** | **TM / CTM / ATM / DTM** | **Number of Ahs** |
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|  |  |  |
| Summary | | |
| Speakers who made zero ah |  | |
| Speakers who made ahs less than 5 times |  | |
| Speakers who made ahs more than 5 times |  | |

# **Timer**

**Upon arrival at the meeting**:

Get the stop watch, timing card and the bell from the Sergeant as Arms. Sit by the timer table where the timing card can be seen easily by all.

**During the meeting**:

Time every session. When signal, hold the card high so the speaker can see it easily. Each light being on for one minute except the red light which remains on until the speaker has finished. After the 30 seconds after the red card, ring the bell.

In your report only announce the chief offenders as far as overtime and undertime is concerned.Ask one member near you to time you when you introduce the timer role and give the timer report.

**After the Meeting：**

Return the stop watch, timing card and the bell to the Sergeant at Arms.

## **Timing Rules**

|  |  |  |
| --- | --- | --- |
| Prepared speeches | Table Topics | Evaluators |
| Check the speech length. CTM-1: 4-6 min  CTM-2~9: 5-7min  CTM-10: 8-10mins  CTM above speech and Training session: Please check with the speakers.  **Prepared Speaker**  So if its 5-7 mins or 8-10 mins  5 mins = green 8 mins = green  6 mins = yellow 9 mins = yellow  7 mins = red 10 mins = red | **Table Topics Speaker**  1 min = green  1.5 min = yellow  2 min = red  Also remember to time the Table Topics session. It is 18 minutes. When the time is up, raise the red flag as the Table Topics Master returns to the lectern after the last speaker. | **Table Topics Evaluator**  2 min = green  2.5 min = yellow  3 min = red  **CTM Evaluator**  1 min = green  1.5 min = yellow  2 min = red  **ATM Evaluator**  2 min = green  2.5 min = yellow  3 min = red  **General Evaluator**  1 min = green  1.5 min = yellow  2 min = red |

## **A Sample Script for the Timer**

*Good evening, my fellow toastmasters & welcomed guests! I’m pleased to be the timer of tonight’s meeting. One important skill of a good speaker is to express a thought within a specific time. As the timer, I will help you develop this skill.*

*Please note the following rules:*

*The assigned time for* ***Table Topic speakers and Evaluators*** *is 2 minutes. When you see the Green card, you have used the minimum requirement of the time: 1 minute. When you see the yellow card, you have 1 minute left. And when the red card is held up, please conclude your speech within 30 seconds.*

*The assigned time for* ***Prepared speakers*** *is generally 5-7 minutes. When you see the Green card, you have used the minimum requirement of the time: 5 minutes. When you see the yellow card, you have 1 minute left. And when the red card is held up, please conclude your speech within 30 seconds*

*I will give you the timer report in the end of the meeting.*

*Mr/Madam. Toastmaster!*

## **A Timer’s Record Form**

**Timer \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_ \_**

|  |  |  |  |
| --- | --- | --- | --- |
| Session | Position | Allocated time (min) | Time taken |
| Welcome and what is TM | President | 2 |  |
| Meeting opening and guest intro | SAA | 3 |  |
| How to become a member | VP Membership | 2 |  |
| Today’s Program | Toastmaster | 2 |  |
| Evaluation Team | General Evaluator | 2 |  |
| Intro of Timer Role | Timer | 1 |  |
| Intro of Grammarian/Ah-Counter Role | Grammarian/Ah-Counter | 2 |  |
| Intro to Table Topics | Table Topics Master | 2 |  |
| Table Topic Speech 1 |  | 1-2 |  |
| Table Topic Speech 2 |  | 1-2 |  |
| Table Topic Speech 3 |  | 1-2 |  |
| Table Topic Speech 4 |  | 1-2 |  |
| Table Topic Speech 5 |  | 1-2 |  |
| Table Topic Speech 6 |  | 1-2 |  |
| Table Topic Speech 7 |  | 1-2 |  |
| Table Topic Speech 8 |  | 1-2 |  |
| Table Topic Evaluation | Table Topic Evaluator | 3 |  |
| Prepared Speech 1 |  | 5-7 |  |
| Prepared Speech 2 |  | 5-7 |  |
| Prepared Speech 3 |  | 5-7 |  |
| Prepared Speech 4 |  | 5-7 |  |
| Individual Evaluation 1 |  | 1-2 |  |
| Individual Evaluation 2 |  | 1-2 |  |
| Individual Evaluation 3 |  | 1-2 |  |
| Individual Evaluation 4 |  | 1-2 |  |
| Grammarian/Ah-counter Report | Grammarian/Ah counter | 4 |  |
| Timer Report | Timer | 1 |  |
| General Evaluation | General Evaluator | 2 |  |
| Meeting Schedule | VP Education | 5 |  |
| Comments | Guests | 5 |  |
| Closing Remark | President | 5 |  |

# **Table Topics Master (TTM)**

Table Topics has a twofold purpose: First, to give everyone in the room an opportunity to speak, second, to get people to learn to “think and speak on their feet.”

The session must be featured by enthusiasm, variety, interest and the presentation of an achievable challenge to each speaker.

Phrase the question in such a way that the speaker clearly will know what you want them to talk about. If the participant doesn’t understand the question, repeat and explain it. Or give them another question.

As the speaker speaking, put their name down on the white board to help the audience and the Table Topics Evaluator to evaluate.

Keep your comments short. Table Topics Evaluator will give evaluation to the speakers.

## **Guidelines**

|  |  |
| --- | --- |
| How to choose Table Topics questions: | How to choose Table Topics speakers: |
| **DO**  1. Prepare questions that will inspire the speakers to expound on them, give their opinions, etc.  2. Prepare at least 8 questions for a 16 minutes session. (e.g. Current events are good topics)  3. Ask your mentor or an experienced member if you are not sure how to prepare questions  **DO NOT:**  4. Make the questions too long or too complicated.  5. Don’t choose racial, religious, sexual, and topics of bad taste. | **DO**  1. Choose an experienced member first (CTM or above)  2. Select members who do not have an assignment *first* (see tonight’s agenda).  3. Ask the question first, then call member’s name or number. (Before the meeting you can give numbers to about 8 people, then call numbers at random.)  4. Finally choose one or two guests.  **DO NOT:**   1. Call a guest as the first speaker 2. Call more guests than members |

## **A Sample Script for the Table Topic Master**

Here is your script for the introduction to TTM duties:

*Good evening, my fellow toastmasters & welcomed guests! I am the Table Topics Master tonight.*

*Table Topics or impromptu speaking helps members think on their feet.*

*I will ask questions or present situations based around this theme. After I have read out the questions, I will choose a member to come up and give a 2 minute speech on the topic. Please listen carefully.*

*After the session you will be asked to vote on the Best Table Topics speaker. Please write down your choice on the voting slips provided and return to the Sergeant at Arms who will collect it. Thank you.*

## **Resources: A list of Creative ideas to trigger an impromptu table topic speech**

|  |
| --- |
| **Song Writer**  I have music books around (50's 60's folk and rock songs) so I will take the first line from a song as the table topic. The speaker is to explain what inspired them to begin this song with this phrase.  *Submitted by Joe Caruso; Trinity Square Toastmasters; Toronto, Ontario.* |
| **Book Tour**  I explain to the members that they have just authored a book and they are on a promotional tour for their book. They are to explain to the members why we should all rush out and buy wonderful book, whose title they obtain from the table topics envelope.  *Submitted by Joe Caruso; Trinity Square Toastmasters; Toronto, Ontario.* |
| **Life As An Object**  Ask the participant to describe his/her life if he/she was an object, i.e., a mirror, a table, a chair, a briefcase, a door, etc.  *Submitted by Sylvie Limoges, CTM; District 61 Secretary;* |
| **Noah's Ark**  Noah's Ark table topics are a lot of fun! Noah's Ark is about to embark and there is room for only one more pair of animals. Each speaker selects a piece of paper. On it, is printed the name of an animal. The speaker then 'becomes' that animal and makes a case as to why s/he and his/her mate should be the ones selected for that last vacancy. They are instructed in advance that they are not to give the name of their animal; just the reasons why they should be chosen. Some ideas are peacock, hippopotamus, rattlesnake, kangaroo, mouse, and alligator. The vote for "Best Table Topics Speaker" determines which pair gets to sail on the Ark!  *Submitted by Susan Niven, DTM; Langley BC Canada* |
| **CLUB ELECTIONS**  In an envelope, have a selection of the 7 Club Executive Positions on pieces of paper. Duplicate or triplicate them as necessary, so you have enough for each person in attendance.  Each person is to select one piece of paper from the envelope and explain why they would the right person for the position.  *Submitted by Jim Scollick - Thornhill Toastmasters; Thornhill, Ontario.* |

# **Table Topics Evaluator (TTE)**

The Table Topics Evaluator should evaluate the degree of effectiveness achieved in procuring audience reaction.

He should give one good point and one point for improvement about each speaker

Points to watch for are - speaking pace, stance, vocal variety, nervous mannerisms, eye contact, enthusiasm, conviction, opening-body-conclusion, relevance, directness, clarity and organisation of material.

|  |  |
| --- | --- |
| Evaluation of Table Topics Master | Evaluation of Flow |
| 1. Did the table topic master effectively make the audience involved in?  2. How appropriate were the questions? (easy to understand, on suitable topics)  4. How well did the Table Topics Master prepare?  3. How well did the table topic master make the question understood by the speakers?  5. Did the Table Topics Master shake the hands of each speaker before and after the speech? | 1. Was the first speaker called up an experienced member (CTM or above) or speaker?  2. Were all members who are not doing assignments called upon to speak?  4. How many guests were called versus members? (should be more members)  5. Did the session end on time? |

## **A Table Topics Evaluation Form**

*Pass your written evaluation to the Table Topics Master after your oral evaluation.*

Date: Name of Table Topics Master: \_ \_

Name of Table Topics Evaluator:

# **Prepared Speaker**

**Duties: Prepare, rehearse and deliver the speeches from Toastmasters manual; Learn from other speakers.**

## **Prior to the Meeting**

* Talk with your mentor to develop strong speech content.

Practice your final script at least five times; Record and re-listen to your rehearsals.

Prepare visual aids (if necessary).

Bring your manual to the meeting to give to your individual evaluator.

Call VP Education in advance if can’t attend the meeting.

## **Entering the Room**

* Arrive early to check microphone, lighting, visual aids or white board.

Dress appropriately & comfortably.

## **During the Meeting**

* Shake hands with TM before your speech.

Always acknowledge the Toastmaster and audience at the beginning.

Present the speech according to the manual.

Wait for the TM to return to the lectern.

NEVER thank / apologise to audience.

Listen to evaluations for helpful hints.

Ask other members to comment on your speech.

# **General Evaluator (GE)**

**Duties: Evaluate everything that takes place throughout the meeting; Help individual evaluators.**

## **Prior to the Meeting**

**Check with TM to find out how the program will be conducted.**

* **Prepare a brief but thorough talk on the purpose, techniques, and benefits of evaluation.**
* **Prepare to evaluate the strengths and improvement areas for individual evaluators.**

## **Upon Arrival at the Meeting**

* **Check if evaluation team and speaker is present.**
* **Ask the TM if any agenda changes have been made.**

## **During the Meeting**

* **Observe the setting, the transitions, session masters, TM and flow of the meeting.**

**When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each evaluator. After each recitation, thank the evaluator for his or her efforts.**

* **Call for Grammarian/ Ah Counter’s report.**
* **Call for timer's report.**
* **Wrap up by giving your general evaluation of the meeting. The General Evaluation should be concise and precise and remain within the prescribed time limit.**

## **After the Meeting**

**Write Meeting Minutes**

* **Compose your general evaluation into the minutes of the meeting.**
* **Mention all the role takers by name (briefly) as people like to see their names on print.**
* **Mention TT speakers by name.**
* **Mention any guests name from “Comments from Guests” session.**
* **Email to the Secretary by Wednesday**

## **GE Report Form**

|  |  |  |
| --- | --- | --- |
| You do not need to mention everything – as the time is limited. This form can also help you write your minutes; please email your minutes to Secretary by Wednesday. The General Evaluator should comment on the Table Topics Evaluators and Speech Evaluators, but not on the speakers. | | |
|  | **Things I liked** | **Things to improve** |
| **Setting** |  |  |
| **Reception desk** |  |  |
| **Room set up**  Seats / mic / comfort |  |  |
| **People** |  |  |
| **SAA**  Turn off mobiles?    How many new guests were introduced?  Mission & 4 taboos  Create welcomed feeling    **TM**  Introduce meeting program?  Introduce every speaker using a structure?  E.g. speakers background/ Previous speeches/Speech number and manual/Nature, purpose and objectives/  Timing/The title of the speech.    **Timer / Grammarian/Ah Counter**  Explain roles clearly?   **Individual Evaluators**  Fair evaluation?  How to improve? |  |  |
|  | **Things I liked** | **Things to improve** |
| **Sessions**  **(where applicable)** |  |  |
| **Table Topics**  Creative? Fun??  How to improve session?  **Training**  What could members learn?  **New member induction**  Q&A / Voting / Smooth |  |  |
| **Transitions** |  |  |
| Did all speakers shake hands with the session masters? |  |  |
| **Time** |  |  |
| Time meeting start?  Did all the sessions & speakers finish on time? |  |  |
| **Other** |  |  |
| Overall impressions |  |  |

# **Evaluator**

**Duties: Help the speaker become less self-conscious and a better speaker. The evaluator should not comment on the CONTENT, only the DELIVERY.**

## **Prior to the Meeting**

**Review carefully the Effective Speech Evaluation manual, which you received in your New Member Kit.**

**Study the project objectives as well as the evaluation guide in the manual.**

## **Upon Arrival at the Meeting**

**Look for the speaker and get his or her manual.**

**Confer with the speaker to see if he or she has any specific things for you to watch for during the talk.**

## **During the Meeting**

* **The evaluator should give their evaluation from separate notes (not from the manual) in 2 minutes. It should be a speech, not answers to the questions in the manual.**

**Begin and end your evaluation with a note of encouragement or praise.**

* **Always leave the speaker with specific methods for improving.**

**Give the speaker the deserved praise and constructive suggestions in the manner you would like to receive them when you are the speaker.**