

1. Call the Meeting to Order (5:30 pm)

Good evening, fellow Toastmasters, Speechcrafters, distinguished guests, and friends. As President of the Colombo Toastmasters Club, I am delighted to call to order the second session of our Speechcraft Program—‘DIGITAL 400’ here at Polgasowita, Kahathuduwa.

Before we proceed, please ensure all mobile devices are switched off or set to silent mode to maintain an uninterrupted session.

Let’s stand for the National Anthem.

(Pause for the National Anthem)

2. Announcements & Agenda Updates (5:40 pm)

Thank you. Please be seated.

Let me share a couple of important announcements:

- [Mention any special guests, acknowledgments, or updates e.g., upcoming club events, recognitions, or changes to the agenda.]

If there are any changes to the agenda, we will address them as the meeting progresses. I encourage you all to make the most of each session—your active participation is what makes this program meaningful.

3. Introduce & Hand Over to the Toastmaster (5:43 pm)

Now it is my great pleasure to introduce our Toastmaster for this evening, Isuru Sampath. With his extensive experience in the IT industry, isuru brings a wealth of technical experience and leadership skills to our club. As our toastmaster today, Isuru will lead us through the agenda, inspiring us all to grow as communicators and leaders. Please join me in giving a warm welcome to Isuru Sampath.

[Meeting Proceeds According to Agenda]

(You will quietly observe and support as needed during most segments. Be attentive in case you need to intervene for time management or unexpected issues.)

4. Reclaim Control for Discussion & Next Meeting (7:45 pm)

(Toastmaster will hand control back to you for the final segment:)

Thank you, Toastmaster Isuru, and thank you to everyone for an energetic and enlightening session.

Now, I'd like to open the floor for a brief discussion with all participants. Please feel free to share your feedback, thoughts, or suggestions on today's session. Your ideas are vital to improving our future meetings.

5. Call for Role Players for Next Meeting

As we prepare for our next educational meeting on the 6th of August, I invite volunteers to step forward for supporting roles. Being a role player enhances your Toastmasters journey, so don't miss this opportunity! If you're interested, please apply for it.

6. President's Closing Remarks

Before we conclude, let me express my appreciation to our Toastmaster of the day, all speakers, evaluators, and role holders for your contributions. A heartfelt thank you to our guests for gracing us with your presence we sincerely hope you found today's program valuable and inspiring.

Remember, each speech, each role, and each meeting is an opportunity for us to grow as communicators and leaders. Let's continue this journey together.

7. Adjourn the Meeting (Approximately 8:00 pm)

With that, I hereby adjourn this session of the Colombo Toastmasters Club Speechcraft Program. Thank you for your participation. Have a wonderful evening—and see you at our next meeting!