

The Speech Project

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Meeting Facilitator Roles

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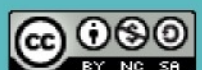


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Meeting Facilitator Roles



This document contains descriptions of roles that facilitate speaking club meetings. We use them in our speaking club, Spreeredner (www.spreeredner.de). We hope they are useful in other public speaking organizations as well.

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The Meeting Chairperson

Your task

As **Chairperson** you are the host of the meeting. You guide through the program and are a key person for a successful club meeting. The Chairperson creates an atmosphere of interest, curiosity and mutual support. This task requires proper preparation to guarantee a smoothly running meeting.

Before the meeting

- Prepare an introduction for each speaker.
- Arrive ahead of time to accomodate last-minute changes.
- Find out whether there are changes among the speakers or speech titles
- Ask the speakers whether they need any specific preparation of the stage
- Ask the coordinator of the meeting (e.g. VP Education) whether there are any other changes in the agenda.

During the meeting

- Present the structure of the meeting. Mention the main parts (e.g. prepared speeches, impromptu speeches, feedback).
- Introduce the team members and let them explain their roles (timer, camera, listener etc.).
- Introduce each speaker briefly before their speech. Ask the speech evaluator to explain the speech project.
- After introducing the speaker, remain at the lectern and welcome the speaker on the stage with a handshake. Then sit down.
- After each speech, give the audience 90 seconds for a written feedback for the speaker.
- Repeat the procedure for all speakers in the same way.
- After the speeches, ask the timer for a report.
- Repeat the names of the speakers and speech titles. Ask the audience to elect the best speaker.
- Announce the break.

Hints

- Your task is to make the speakers look good. Your own contributions do not need to be rhetorically impressive - this would deprive the speakers of an opportunity to shine!
- Give all roles enough room to explain their roles themselves - do not anticipate any details.
- Prepare short contributions to bridge gaps between the points on the agenda. Maybe you won't need them but it is good to be prepared.
- Keep an eye on time, stick to the agenda. If necessary shorten or extend your contributions.

Optional Tasks

- Prepare an overarching topic for the meeting.
- Coordinate the topic of the day with other roles, e.g. the moderator of impromptu speeches.

Impromptu Speech Moderator

Your task

As Impromptu Speech Moderator yours is a key role of a speech club meeting. Your task is to prepare and conduct the impromptu speaking part of the session, so that participants can rehearse impromptu speaking. Your responsibility is to make this part run smoothly.

Before the meeting

- Ask the chairperson of the meeting whether there is a theme of the day to which you could adjust the impromptu speeches.
- Prepare 5-7 questions for impromptu speakers.
- Keep the questions rather simple - short, precise questions are the best.
- Prepare a few easy speeches for guests, leave the hard ones for experienced speakers.

Sequence of moderation

- Explain briefly why we rehearse impromptu speaking.
- Explain the time frame (1-2 minutes per speech).
- Present your theme (if there is one).
- Proceed to the impromptu speeches themselves: Read the first question, only after that announce the first speaker.
- Welcome the speaker to the stage and step aside.
- Proceed to the next question, and so on.
- After the speeches, ask the timer for a report.
- Repeat the names of the speakers and the questions. Ask the audience to elect the best speaker.

Hints

- Ask guests during the break whether they would like to give an impromptu speech.
- **Important:** If a guest does not wish to participate, do not call them forward.
- Club members are obliged to participate. Prefer members without a speech or major role in the meeting.
- The first impromptu speaker should be an experienced member.
- Keep the suggested time frame. Extend or reduce the number of impromptu speeches if necessary.

Timer

Your task

Staying in the given time frame matters for all speeches. As Timer you are watching over the time that speakers and moderators are spending. You are also keeping an eye on the meeting starting and ending on time, including the break.

- Explain your role when asked by the meeting facilitator.
- Measure and note the time of all prepared speeches, impromptu speeches and evaluation speeches.
- Show speakers their use of time using colored cards or a light signal.

How long is the speech time?

The time frame varies among speech projects. Prepared speeches frequently are 5-7 minutes long. Some projects are longer, look for the precise time on the agenda.

The according light signals are:

Speech	green	yellow	red
prepared speech	5:00	6:00	7:00
ice breaker speech	4:00	5:00	6:00
impromptu speech	1:00	1:30	2:00
evaluation speech	2:00	2:30	3:00

Hints

- Watch the time during the break and signal its end.
- Give a signal to meeting facilitators, when they are more than 5 minutes overtime.

Exemplary introduction of the role

"As timer I am going to keep an eye on speech timing and punctuality in general.

I will show speakers how much time they have left. I will indicate the time to them with green, yellow and red colored signals. Green is the minimum speaking time, yellow means the speaker is close to the end and red is there are 30 seconds left.

The speeches have different time boxes. Most prepared speeches have a time slot of 5-7 minutes. Imprompt speeches and evaluation speeches are 1-2 and 2-3 minutes long, respectively.

I will measure these times with my stopwatch, write them down and give a report afterwards."

Filling Word Counter

A good speech is delivered without the use of filling words. As **Filling Word Counter** you watch out for words like "ehm", "hm", "and" and count them. This is a demanding task that requires some concentration.

Your task

- Explain your role when asked by the chairperson.
- Count „ehm“ etc. in all speeches and roles on a piece of paper.
- Give the speaker an acoustic signal (with a bell or similar) whenever they use a filling word. **Do not** give the signal in early speech projects.
- Signal only the first three filling words.
- Present a brief summary at the end of the meeting.

Hints

- Pay attention to other filling words and -sounds as well.
- Provide sensitive feedback.

Exemplary introduction of the role

"As Filling Word Counter I pay attention to the use of filling words. That is, I give an acoustic signal on each "ahm" and write them down. I will signal only the first three "emhs" and do not signal on early speeches and guests. At the end I will give a report."

Word Watcher

Your task

As Word Watcher you observe the use of English language during the meeting. You recognize and praise good examples and give recommendations how to improve less lucky choice of words. You also present a word of the day.

Your role raises awareness for good verbal expressions among all participants

- Explain your role when asked by the meeting facilitator.
- Write down noteworthy expressions, figures of speech or rhetoric devices (both good and questionable ones), so that you can read them out completely later.
- Give a brief report of your observations at the end.

Noteworthy expressions

- figures of speech
- figurative language
- metaphors and other rhetorical devices
- colloquial speech and foreign words, if they don't fit to the speech
- particularly beautiful or incorrect grammar

Hints

- Take care to give sensitive and motivating feedback.

Exemplary introduction of the role

*"To be heard it is not only important what you say, but also how you say it. For instance, alliterations will be easily remembered by your audience.

As Word Watcher I am thankful for every virtuous use of language. I also keep an ear open for not entirely successful phrases. At the end of the evening I will give a report on the phrases I found."*

Listener

Your task

As listener, you will ask questions about each speech and thereby probe whether the audience has been attentive.

- Explain your role when asked by the meeting facilitator.
- Listen carefully and note 2-3 details for each speech.
- Optionally, also note questions about impromptu speeches (one per speech maximum).
- When asked by the meeting facilitator, present your questions to the audience and let them find answers.

Exemplary introduction of the role

"As listener I will check whether you are paying attention. I will note 2-3 questions about details of each speech. Hopefully, you remember these, because I will ask you about these during the evaluation session. I am looking forward to hear many correct answers from you."