



Friday, October 28th, 2016
Northwestern SpeakEasy Toastmasters Club

4:50 p.m.	Chair (or Pro Tem) opens meeting ★□□ Welcome! – Guest Introductions – Ice Breaker Activity – Introduce the Toastmaster	
4:55 p.m.	PART I: INTRODUCTIONS Introduction by Toastmaster ★□□ Start the meeting – Introduce each of the facilitators Thought of the Day: (<i>read the quote aloud and provide some context/inspiration</i>) The first thing to make progress is to understand oneself, admitting the imperfection oneself. Grammarian: (<i>read WotD aloud, record grammar errors & WotD use throughout the meeting</i>) Word of the Day: ameliorate (v) /ə'mēlyə,rāt/.make (something bad or unsatisfactory) better. 1. Isolation itself is very damaging, and there is no way to ameliorate it. 2. At the time of partition of India, Gandhi sought to ameliorate the tension between the Hindus and the Muslims. “Ah-Um” Counter: (<i>keep a tally of overused words and filler sounds used by each person</i>) Time Keeper & Vote Counter: (<i>record time & 1-word summaries of each speech, give time signals [TT: 1-2min, Speeches: Usually 4-6 or 5-7 *check with speaker, Evals: 2-3min], conduct voting</i>) Self Presentation Monitor: (<i>monitors volume and non-verbal mistakes</i>)	
5:05 p.m.	PART II: TABLE TOPICS Toastmaster introduces the Table Topics Chair (<i>Provide 3-4 prompts for impromptu speeches; try to call on people who don't have other large speaking roles; start with old members, try to include a new member</i>) Table Topics Chair returns conduct to the Toastmaster, who asks for the... ★□□ Time Keeper's Report and VOTE for Best Table Topics Response	
5:15 p.m.	PART III: SPEECHES Toastmaster introduces each speaker Speaker1: Double Time, Double Doubt Speaker2: What Magic Tells Me Speaker returns conduct to the Toastmaster, who asks for the... ★□□ Time Keeper's Report and VOTE for Best Speech	
5:30 p.m.	PART IV: EVALUATION Toastmaster introduces the General Evaluator (<i>Introduce each evaluator; bring up facilitators for their reports; provide an overall evaluation</i>) Evaluator for Speaker1 Evaluator for Speaker2 ★□□ Time Keeper's Report and VOTE for Best Evaluation ★□□ Grammarian's Report ★□□ Ah-Um Counter's Report ★□□ Self Presentation Monitor's Report General Evaluation of the Meeting General Evaluator returns conduct to the Toastmaster ★ VOTE for Sparky (optional) ★□ Awarding voting winners and AWARD TROPHIES	
5:55 p.m.	PART V: CONCLUSION Toastmaster returns conduct of the meeting to the Chair	