

TOASTMASTER'S ROLE

Introduction:

Thank you so much! I am truly honored to be your toastmaster this evening. My duty as the toastmaster is to ensure that the meeting runs smoothly and on time.

Introduce: **Thought of the day** _____
 Grammarian & Ah-Counter _____
 Time Keeper & Vote counter _____
 Self-presentation monitor _____

If there is someone new:

For the benefits of our guests, our meeting is divided into three parts.

The **first part** is for the **Table Topics portion**:

This is where people are chosen, at random, by the Table Topics Chair to give a 1 to 2 minute response to the question posed. The responder doesn't know what the question is in advance, so this gives us practice at speaking extemporaneously.

The **second part** of the **meeting is for prepared speeches**:

This is for those speakers who have prepared, in advance, to meet certain objectives depending on the toastmaster's manual. Tonight we have three speakers.

The third part **is devoted to Evaluations**:

Speakers will be given immediate feedback by someone designated as their evaluator. The goal here is to help us to become better speakers.

Part I

a) Our **Table Topic's Chair** tonight is **(name)** _____

(notes) _____

Please, help me welcome **(name)** _____

Thank you, **(name)** _____, for doing a great job with running **Table Topics tonight**.

b) Now it's time to get **the time-keeper's** report and to **Vote** for the best Table topic's response.

(name) _____

Can we get your report, please? Toastmasters, please, close your eyes and **vote** for the speaker that gave the best response to the table topic's question.

Thank you **(name)** _____ for your report.

Part II

Now we are **moving to the second part** of the meeting which is designed for the prepared speeches. Tonight we have ____ speakers. Each of the speeches have been prepared in advance.

Speaker 1:

Our **first speaker** is (name) _____.

(notes) He/she will be giving her/his (speech number and what that speech entails.) _____

Thank you so much, (name) _____

(notes) _____

Speaker 2:

Our **next speaker** is (name) _____.

(notes) same as above _____

Thank you so much, (name) _____

(notes) _____

Speaker 3:

Our last speaker tonight is (name) _____.

(notes) same as above _____

Thank you so much, (name) _____

(notes) _____

PART III

1) We now move on to what is, perhaps, the most important part of the meeting- **the evaluation portion**. This is where participants of our meeting get immediate feedback from their peers so that we all can become better speakers. This section is run by the **General Evaluator**. Our general evaluator for this evening is **(name)** _____

(notes)_____

Please, help me to welcome **(name)** _____!

General Evaluator a) introduces Evaluator 1 **(name)** _____
Evaluator 2 **(name)** _____
Evaluator 3 **(name)** _____

- b) Provides general evaluation of the meeting.
- c) Returns control to the Toastmaster.

Thank you, **(name)** _____, for doing a great job of providing specific feedback for our meeting.

Vote for Sparky ?

2) We now move on to the **award section** of the meeting. Our **vote counter (name)** _____ collected votes throughout the meeting on whom you felt is the best when it came to table topics, the evaluations and prepared speeches.

For best **Table Topic response** you voted for **(name)** _____

For **best Evaluator** you voted for **(name)** _____

For the best **prepared speaker** you voted for **(name)** _____

CONCLUSION

It's been an absolute pleasure to be your toastmasters this evening. I now return control of the meeting back to our **president - Arindam**.