



The Players...a Typical Toastmasters Meeting

TOASTMASTER: Leads the meeting. Introduces each participant listed on the agenda. Maintains an enjoyable, lively pace, and provides smooth transitions throughout the meeting.

INVOCATION/PLEDGE: Begins the meeting with an inspirational or motivational quote and leads in the Pledge of Allegiance.

TIMER: Uses timing device and visual signals to indicate timing for prepared speakers, table topics participants, and evaluators. Gives a summary report of all timed presentations.

WORDMASTER/GRAMMARIAN: Listens for errors in grammar, word choice, or pronunciation, and for fillers such as 'ah', 'um', 'you know'. Gives summary report that includes correct words and alternative phrases. Introduces the word of the evening, its pronunciation and meaning so all can try to use that word in their speaking to increase vocabulary and facilitate better speaking habits.

SPEAKER: Prepares and presents a speech to fulfill the objectives of an assignment from the Basic Communication and Leadership Manual for the Competent Communicator (CC) or Advanced Communicator Manual for their Advanced Communicator (AC).

EVALUATOR: Observes, analyzes and provides feedback for the speaker, including praise for skills used and suggestions for improvement. Offers techniques that will help the speaker and the audience improve their speaking skills.

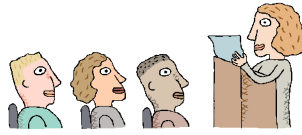
TABLE TOPICS MASTER: Presents a series of general-interest questions, and either selects or invites others to give a 1-2 minute impromptu response. Creates and maintains a convivial atmosphere in which all participants feel free to be creative, spontaneous and expressive.

GENERAL EVALUATOR: Presents an overall evaluation of the meeting. Introduces the evaluators. Coaches all participants and provides insight to enhance and improve future meetings.

MEMBERS: Every member has at least one role at every meeting: to support all presenters with attentive listening, applause and encouragement. We learn 'by doing' and by observing fellow members in action.

“Explore The Possibilities!”

SAMPLE MEETING AGENDA



Please applaud enthusiastically and have a lot of fun!

- BUSINESS MEETING:** 5-10 minutes Mary President
President conducts a brief business meeting to bring important announcements and issues before the membership. Officers give brief updates on Educational progress, Membership issues, and progress of the Club toward its success goals.
- INVOCATION/PLEDGE:** 1-2 minutes Joe Toastmaster
Opens the Meeting with a short inspiration piece, such as a poem, quote, short story, or a motivational thought, and leads the group in the Pledge of Allegiance.
- TOASTMASTER:** 5-7 minutes Kelly Participant
Introduces the functionaries for the evening's meeting. Calls for the Word of the Day from the Wordmaster, and explains the theme of the evening's meeting.
- WORDMASTER/GRAMMARIAN:** 1 minute Jean Wordmaster
- TIMER:** 1 minute Johnathan Timer
- SPEAKER #1:** Pamela Speaker 5-7 minutes "Toastmasters is For Everyone"
SPEAKER #2: Steve Newguy 4-6 minutes "My Life so far"
SPEAKER #3: Rich Experience 8-10 minutes "There's MORE!"
- TABLE TOPICS:** 10-15 minutes Ann Topicsmaster
Adjust number of questions to number of available members and time left in the meeting so meeting will end on time.
- GENERAL EVALUATOR:** Iman Evaluator
- EVALUATOR #1:** for Pamela Speaker 2-3 minutes Jim Evaluator
EVALUATOR #2: for Steve Newguy 2-3 minutes Cindy Mentor
EVALUATOR #3: for Rich Experience 2-3 minutes Linda Insight
Each Evaluates each speaker and gives positive feedback on what the speaker did well and what the speaker can improve upon for future speeches.
- Reports of the Timer, Grammarian, and General Evaluation of the meeting**
10 minutes
- FINAL WORDS & ADJOURN MEETING** Mary President

"Explore The Possibilities!"