

# Drummoyne

## TOASTMASTERS



# ASSIGNMENT MANUAL

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# **MISSION**

## **The Mission of Toastmasters International**

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the art of speaking, listening, and thinking. These are vital skills that promote self-actualisation, enhance leadership potential, foster human understanding and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

## **The Mission of the Club**

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

# Chairman

As the meeting Chairman you are 'in charge' of the entire meeting and it's success is dependant on you.

## Before the meeting

- Contact all participants especially those rostered for speaking assignments. You need to be sure your assignment presenters are going to attend and are prepared in advance.
- Prepare an agenda with assignment times and a theme for the meeting. A template agenda is provided in the Appendix.
- Arrive early to ensure the room is set up and the tables are laid out correctly. Distribute the agenda and welcome the members and guests as they arrive.
- Make sure everyone on the agenda has arrived and arrange for a substitute if any one rostered for an assignment has not arrived before the meeting starts.

## During the meeting

- Open with a warm welcome and set the theme.
- Call for apologies and the introduction of guests.
- Update your agenda and let everyone know the changes.
- Invite the audience to welcome each assignment presenter and make sure you always LEAD THE APPLAUSE.
- During Executive reports call for the Presidents report first and go down through the executive in order of rank, ie. President, VP Education, VP Membership, VP Public Relations, Treasurer, Secretary, Seargent at Arms.
- Begin the General Business session by opening the floor for any general business. Stay in control of the meeting and ensure that all comments are made through the Chairman. If you are unsure about parliamentary procedure then take it slowly and ask one of the more experienced members to advise you. You can also refer to the notes in the Appendix on how to handle motions.
- Be positive and link each assignment by thanking the presenter with words of praise and appreciation.
- You are in control of the TIME and it is essential that you keep a close eye on the meetings progress. Always try to keep the meeting on time.
- Use the gavel when opening the meeting, passing motions, adjourning for recess and to close the meeting. Also use it when order is required or to gain attention or control.

## At the end of the meeting

- Invite the President to present the final awards
- Invite everyone to comment in "I would like to say".
- Leave your comments until last and then close the meeting.

# Toastmaster

The role of Toastmaster is essential to a successful prepared speech session. You are the link between the speakers, the audience and the evaluators.

## **Before your session**

Speak with each speaker to establish the manual they are using, speech number, objectives of the speech, title, timing, stage set (ie. lectern, overhead, whiteboard etc.) We have attached a user-friendly form to assist you in the Appendix.

## **During the session**

Begin by explaining the purpose of the session (prepared speeches), especially for the benefit of the guests.

Introduce each speaker using all the material you have entered on the Toastmasters Form shown in the Appendix. It is very important to repeat the speakers name and title just before you invite them to the front.

Lead the applause as the speaker comes to the front then shake hands with the speaker to welcome them. Step back and ensure that the speaker has all their setup requirements, then take your seat.

At the end of each speech lead the applause. Move quickly back to the lectern so that there is always someone in front of the audience. Make an appropriate comment to congratulate the speaker on their speech then move on to the introduction of the next speaker or their evaluator determined by the program.

If you are introducing the evaluator give the timing allocation (2-3mins) to the timekeeper and greet the evaluator in the same way as the speaker by leading the applause and shaking their hand.

It is vital you sit in the closest position to the lectern as you are the link between each speaker and/or their evaluator.

## **At the end of your session**

Thank all the participants, speakers and evaluators, and hand back to the chairman with the words "Madame/Mr Chairman, that completes my assignment".

Your main role is to assist the speakers in providing them with the best possible environment for their speeches.

# Table Topics Master

## Before the session

Prepare a set of questions.

Use a theme if you wish eg. Happiness, Cartoons, Spring, Dreams, Current Affairs etc.

Try to keep questions short and concise.

## During the session

Explain the purpose of Table Topics ie. Practice of impromptu speaking / speaking on your feet.

Explain your theme to the audience and give a brief example.

Remind the audience and timekeeper of the timing: ie. 1 minute topic, lights go green at 50, amber at 55, and red light on 60 seconds.

Remind evaluators which topics they are evaluating, odds or evens.

Ask the question first then invite someone to speak on the topic.

Lead the applause after the speaker has finished.

Designate where you wish the topics to be given from ie. at the front of the room or from their chair.

Start with an experienced Toastmaster.

Invite the guests to speak if they wish. Never embarrass a guest by trying to force them to speak on an impromptu basis.

If time is short then avoid giving topics to members with major assignments.

## After the topics

Thank the speakers and hand back to the chairman with the words, "Madame/Mr Chairman, that completes my assignment".

# Table Topics Speaker

## "Expect the Unexpected"

The Table Topics Session is an opportunity to practise impromptu speaking or speaking on your feet.

The object of practising impromptu speaking is to learn how to present your thoughts in a clear, organised manner with a minimum of preparation.

Like all speeches a table topic requires structure. An opening, body and close.

Address the Table Topics Master first then commence your speech.

There are many impromptu techniques you may use such as:

- Past Present Future
- Who What Why How When
- P.R.E.P. - Point of View, Reasons, Examples, restate Point of View
- Before After
- State problem, Suggest solution
- Disagree or Agree with the point of view of the topic

## Helpful Hints

- Pause and breathe before you speak
- Maintain eye contact with the audience
- Open with confidence
- Don't repeat the topic
- Keep body of speech to 2 main points
- Smile and enjoy yourself (or at least look as though you are)
- Only acknowledge interjections if they assist your speech

# Speech Evaluator

## What is an Evaluation?

**FEEDBACK** to the speaker on how the audience and the evaluator perceived the speech.

**A PERSONAL OPINION** of how the speech affected the evaluator.

**A MINI SPEECH** with an Opening, Body and concluding Summary.

## Why Evaluate?

### Help the Speaker to:

- build self confidence
- build self esteem
- know themselves better
- have positive direction

### Help the Evaluator to:

- learn the art of listening
- develop interpersonal relationship skills
- give better speeches

### Help the Club and Members to:

- grow with the experience

## How to Evaluate

### **P Praise**

- Positive comments
- Highlight speakers strengths

### **I Improvement**

- Areas to Improve
- Constructive examples

### **P Praise**

- Summarise P's and I's
- Finish with the one thing the speaker did really well. Leave the speaker on a high, feeling good and looking forward to their next speech

# **Actions for an Evaluator**

## **Before the Speech**

- speak with the speaker
- know the objectives
- know the speakers personal goals

## **During the Speech**

- listen carefully throughout and take notes
- give your full attention from the introduction until the close
- use the evaluation form in the Appendix to remind you of the areas to watch

## **After the speech**

- give your 2-3 minute evaluation
- complete the evaluation guide in the manual
- discuss the speech with the speaker

## **Points to Remember**

- Don't repeat what the speaker said, evaluate how they said it
- Speak to the whole audience, not just the speaker
- An evaluation is only your personal opinion
- Always use first person "I felt", "It affected me"
- Show empathy and warmth with the speaker, smile, feel what they're feeling
- You are not here to judge the speaker but to help them
- Always keep to time. You can write further comments in the speakers manual

# Table Topics Evaluator

- Directly following the table topics session you will be asked to give your feedback therefore it is imperative you take notes on each speaker. Use the form attached.
- Remember the "CRC" method: Commend Recommend Commend.
- As you will only have 30 seconds per topic, keep it simple. Commend the speaker, give 1 or 2 recommendations (with examples) then commend again.
- You don't need to tell us what the speaker spoke about, we were there too, so don't repeat the content.
- Be concise, time is against you (30 seconds per topic)
- Choose 3 points only
- Try to use one good example with recommendation
- You don't need to tell us what the speaker spoke about; we were there to.

No.	Evaluation	
<b>1/2</b>	Name:	Topic:
	Points for Praise:	
	Areas for Improvement:	
	Really well done:	
<b>3/4</b>	Name:	Topic:
	Points for Praise:	
	Areas for Improvement:	
	Really well done:	
<b>5/6</b>	Name:	Topic:
	Points for Praise:	
	Areas for Improvement:	
	Really well done:	
<b>7/8</b>	Name:	Topic:
	Points for Praise:	
	Areas for Improvement:	
	Really well done:	
<b>9/10</b>	Name:	Topic:
	Points for Praise:	
	Areas for Improvement:	
	Really well done:	
<b>11/12</b>	Name:	Topic:
	Points for Praise:	
	Areas for Improvement:	
	Really well done:	

# Master Evaluator

Your role is to evaluate the Table Topics and Speech Evaluators, those assignments that have not been evaluated and the meeting as a whole. Your focus should be on the Evaluators.

1. Take notes throughout the meeting.
2. Begin your report by explaining the purpose of your role, especially for the guests.
3. Evaluate both the Table Topics and Speech evaluations. Concentrate on evaluating the evaluator's performance not the speakers. If you can add any comments to the speakers evaluations and you have the time you may do so.
4. Comment on the evaluator's style, use of praise, points for improvement and examples. Also watch for evaluators that review the speech instead of analysing it.
5. You now evaluate the other assignments that have not been evaluated such as Chairman, Table Topics Master, Toastmaster, Toast, Induction, Joker, Reading, Grammarian, Listening Post, Timekeeper etc.
6. Keep to the PIP (CRC) formula.
7. A comment on the meeting as a whole or the ambience of the club is also appropriate and very helpful, time allowing.
8. You will be given 8-10 minutes to complete your report.

# Introductions

It is important to commence any speaking assignment with the correct introduction. The basic rule is to always acknowledge first the person that introduced you such as the Toastmaster, Table Topics Master or Chairman. Then move down the line with the other members of the audience, ie. fellow Toastmasters, guests etc. You may use Mr, Madame or the person's name to address your introducer, eg. Madame Chairman, Mr Toastmaster or Topics Master Ted.

When you have finished your speech then turn back to the person that introduced you and let them know you have finished by saying Mr Toastmaster, Madame Topics Master etc. It is not necessary to say thank-you, as the audience should be thanking you for your presentation.

**Table Topics Speakers and Evaluators** - Always acknowledge the Topics Master of this session as they are in control of the meeting at this point not the chairman.

**Speakers and Evaluators**- always acknowledge the Toastmaster in control of this session.

**Other duties** such as Timekeeper, Grammarian, Toast, Thoughts Judge, Executive Reports, General Business, Listening Post, Joker, Master Evaluator, Toastmaster, Topics Master, Review, Apologies etc. Always acknowledge the Chairman.

The same rules apply in any business presentation whether from a platform or to a small group of colleagues.

# Introduce a Guest

This is a very important opportunity to welcome guests in a positive and uplifting way so they return and join.

- Interview your guest before the meeting.
- Stand and give us the following details:
  - Who are they? Name, credentials etc
  - What do they do? Profession, interests
  - Why are they visiting toastmasters?
- Ask other members to join you in welcoming your guest
- Lead applause

# Thoughts for the day

This is an opportunity to motivate, inspire or entertain your audience in 30 seconds.

- The key here is preparation, don't leave it til the last minute
- Follow the theme of the meeting if one has been set
- Use thought provoking ideas to inspire your group
- This does not have to be original but can arise from something you have read or heard

## Examples

"What we have to learn to do , we learn by doing" Aristotle

"Are you still a student? I expect I shall be a student to the end of my days"

"The intellect is always fooled by the heart"

# Toast

- Choose a theme for the toast that is short and simple this could be something inspiring eg. courage or you may choose to acknowledge a person or organisation.
- Create a mini speech with:
  - Opening
  - Body
  - Close
- Personalise it
- Practise it
- When you have explained your reason for this subject, invite the audience to stand and charge their glasses to the theme. Ensure you have simplified it so it is easy to repeat.
- Always invite the audience to be seated before handing back to the chairman.

# The Joker

Choose a suitable joke or story. This could be a joke you have heard or a funny situation that happened or just something amusing you read.

- Personalise it.
- Practise it.
- Remember pauses.
- Make the ending/punch-line dramatic.

Note: you will only have 2 minutes so keep it fast and punchy.

# The Reader and A Current Affair

- Choose a short, interesting piece to read:
  - Newspaper article
  - Book
  - Poem
- Enlarge it or write it out.
- Mark pauses and emphasis.
- Practise reading it.
- Remember eye contact.

Note when reading anything or using notes do not staple pages together, lay page 1 and 2 side by side and when finished reading page 1 slide across page 2 so pages 2 and 3 are exposed. You should always have 2 pages up at once so no flow is lost when reading. This also avoids any distraction from noisy papers.

# Listening Post / Big Ears

Your assignment is to listen during the meeting and when you hear something 'worthy of remembering' or 'interesting' make a note of it and who said it. The aim is to see if other members are using their listening skills.

You will only have time to raise 4-6 questions when you are called to give your report during the latter stages of the session.

Pose each question and then call on a particular person to give the answer. If that person is unable to do so call for anyone else in the audience to reply.

Example Question: Who told us they disliked their boss and what was the boss' name?

No.	Question
-----	----------

1.

---

---

2.

---

---

3.

---

---

4.

---

---

5.

---

---

6.

---

---

7.

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# Grammarian

Your assignment is to listen to everything that is being said and at the end of the meeting give a report on the use of language. This is an opportunity to provide a learning experience for all members on the night.

There are 2 ways to achieve this:

1. Prepare an educational report on grammar.

Example: Comment on common misuse of basic grammar

Prepare a word for the evening, teach the meaning and appropriate use of this word in speeches and ask it be incorporated into topics and speeches throughout the meeting. Comment on its use in your report at end of meeting.

- 2 Report on actual grammar usage during the meeting.

Note any:

- Good use of grammar
- Misuse of words
- Incorrect pronunciation
- Poor sentence construction
- Exciting use of language
- Word pictures
- Ums and ahs

Your report will only be 2-3 minutes long so keep it concise and simple.

# Timekeeper

The Timekeeper has an important role in assisting the chairman in keeping the meeting to time.

- Arrive early and familiarise yourself with the timing equipment, test the lights and the timer.
- Time each section of the meeting as per the agenda.
- Time each speaking assignment according to the time allotted on the agenda. This should be:

Assignment	Time
Table topics	1 minute per topic
Table topics evaluator	30 seconds per topic
Speeches	most 5-7 minutes
Speech evaluators	2-3minutes each
Reader	3 minutes
Joker	2 minutes
Toast	2 minutes
Grammarian	3 minutes
Listening post	3 minutes
Master evaluator	8-10 minutes.

- Indicate to all speakers by way of the green, amber and red lights their progress and do not be afraid to use the bell if speakers and evaluators are more than 30 seconds over and table topics are more than 10 seconds over and record all times.
- Present a short 2 minute report giving the times of the outstanding Table topics only, the Table topics evaluators, the speeches, the speech evaluators, and all other assignments. You should finish with a comment on the overall timing of the meeting.

Table Topics		
No.	Name	Time
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Speakers		
No.	Name	Time
1.		
2.		
3.		
4.		
Evaluators		
TT	Even	
	Odd	
Speeches		
1.		
2.		
3.		
4.		
Master Evaluator		

# Club Details

Should you wish to continue your development, we encourage you to join Bennelong Toastmasters Club.

Meetings: 1st and 3rd Monday of each month.

Venue: The Harlequin Inn  
Cnr Harris and Union Streets  
PYRMONT NSW 2009

Dress code: Smart Casual or business attire.

Time: 7.00 pm sharp – 9.00 pm

Guests: Guests are always welcome whether or not accompanied by a member.

Postal P.O. Box N58  
Address: Grosvenor Place NSW 1220

Membership	\$ 32.00	New member fee
Fees:	\$ 80.00	Annual fee

# Toastmaster's Form

Speaker				
Manual				
Speech No.				
Objectives				
Title				
Timing				
Evaluator				
Setup	Lectern	Overhead Projector	Whiteboard	Other
Speaker				
Manual				
Speech No.				
Objectives				
Title				
Timing				
Evaluator				
Setup	Lectern	Overhead Projector	Whiteboard	Other
Speaker				
Manual				
Speech No.				
Objectives				
Title				
Timing				
Evaluator				
Setup	Lectern	Overhead Projector	Whiteboard	Other

# Evaluation Form

**SPEAKER**

**TITLE**

**SPEECH No.**

**MANUAL**

**OBJECTIVES**

**PERSONAL GOALS**

**Praise**

**Keywords**

Opening  
Outline  
Preparation  
Research  
Rehearsal  
Structure  
Flow  
Purpose  
Notes  
Value  
Sincerity  
Appearance  
Nerves  
Gestures  
Eye Contact  
Stance  
Poise  
Facial Expressions  
Voice  
Pitch/Pace  
Pauses  
Lecturn  
Visual Aids  
Language  
Pronunciation  
Word Pictures  
Grammar  
Diction  
Enthusiasm  
Humour  
Suitability  
Timing  
Close

**Points For Improvement**

**Summary**

**Final Praise**