



SANDGATE TOASTMASTERS HANDBOOK

revised 26th May 2023

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FOREWORD

Welcome to Sandgate Toastmasters Club.

We hope that your membership in Toastmasters will be a rewarding experience.

Your first challenges are to contribute to the club program - in any one of more than a dozen different meeting positions. You will be able to observe the people who have done it before you in order to get a good feel for what the position entails, but there is nothing like getting up and doing it yourself. All of a sudden questions pop up: do I do this from my seat or the lectern; how long should a table topic be; what does a Round Robin Master do?

Those are only some examples of the questions you will encounter in your membership, but they illustrate why this manual has been created. Although Toastmasters International publishes excellent materials for the education of members, every club selects from meeting variables in a way that makes it unique. This manual is intended to be an ever-evolving "first source" of information for all **Sandgate Toastmasters**. It is hoped that it will serve to increase every member's feelings of belonging, as well as help maintain a high standard at club meetings.

This manual, like everything produced in the club, is a representation of all members. Its contents can be modified by you - if you have a suggestion to add to or revise the contents. Please do not hesitate to advise the club President if you feel that you have such a suggestion that would make this a more meaningful document for the club.

"Only one thing will train the human mind and that is the voluntary use of the mind by the person.

You may aid, guide, suggest, and above all else you may inspire him or her, but the only thing worth having is that which the person gets by his or her own exertions, and what is attained is in direct proportion to what is put into it"

A. Lawrence Lowell, former President of Harvard University

Sandgate Toastmasters gratefully acknowledges the assistance of all the unknown authors of materials plagiarised and also the work of Alix Fortescue and Penne Bowles in the compilation of the original handbook in September 2013.

Revised by Christiane Pedler (VPPR) in May 2023 using TeXworks & TeX Live open source coded software.

CHAPTER 1

OBJECTIVES OF TOASTMASTERS

The fundamental objective of Toastmasters International is to educate men and women through the process of self-improvement and leadership training so that they may increase their usefulness in business, professional and community life.

TOASTMASTERS SEEK: -

- * To improve their oral expression of thought,
- * To develop their confidence and their ability to speak in public,
- * To obtain instruction and experience in the conduct of meetings,
- * To promote the habit of analytical listening,
- * To assist each other through constructive evaluation,
- * To develop their capacity for leadership,
- * To promote good fellowship among men and women,
- * To advance mutual understanding through more effective communication,
- * To foster and encourage -

BETTER LISTENING

BETTER THINKING

BETTER SPEAKING

CHAPTER 2

THE STORY OF TOASTMASTERS

Since Toastmasters began, more than three million men and women have benefited from the organisation.

The first club was formed in October 1924, when a group of men assembled by Dr. Ralph C. Smedley met in the basement of the Santa Ana, California YMCA to form a club "to afford practice and training in the art of public speaking and in presiding over meetings, and to promote sociability and good fellowship among its members."

The group took the name "**Toastmasters**".

In 1926, a second club was started in Anaheim, California, followed by a third in Los Angeles. By 1930, it was apparent that a federation was necessary to coordinate activities of the clubs and to provide standard methods. After formation of a club in Victoria, British Columbia, the group became known as Toastmasters International.

Growth was slow during the early years, but the number of clubs increased steadily. Basic Training was introduced in 1942 and has been expanded and updated many times since then to keep abreast of the times and members' needs. The Communication and Leadership program followed which is now superseded by Pathways.

Membership in Toastmasters International increased rapidly after the end of World War II, and by 1954 the number of Toastmasters clubs had approached 1500.

Gavel clubs were formed in 1958 to accommodate groups wanting Toastmasters training but not qualified for Toastmasters membership. These clubs provide communication and leadership training in correctional institutions, hospitals and schools. In 1966, the Youth

Leadership Program, for young people in primary and high school, was added to the list of established community programs being presented by Toastmasters.

In 1962, World Headquarters offices were moved to a new building in Santa Ana, California, not far from where the first club began. In 1991, World Headquarters moved to larger premises at Rancho Santa Margarita, California.

In 1973, Toastmasters club membership was opened to women, enabling them to benefit also from self-development in communication and leadership. In the same year, a comprehensive listening program was introduced to further help members develop their communication skills. The following year saw a celebration of the organisation's first 50 years and the promise of an even more successful second half-century.

New programs, including the modular Advanced Manual Series, Success/Leadership Series, and self-study cassette tape programs, were added to augment the Communication and Leadership program. Toastmasters International entered the 1990s as the undisputed world leader in public speaking training with the promise that the best is yet to come.

In 2017, the Pathways learning experience was launched as a new interactive and flexible education program.

GROWTH OF MEMBERS, CLUBS AND PARTICIPATING COUNTRIES

Year	Membership	Clubs	Countries
1924	24	1	1
1926		2	1
1935			2
1938		100	
1949		700	
1974	60,000	3,000	41
1982	100,000		
1989	150,000		
1993		8,000	
2004		10,000	
2009	250,000		106
2023	280,000+	14,700+	144

OTHER MILESTONES

- 1995 First website launched ¹
- 2009 Organisation's structure changed to 14 global regions
- 2017 Pathways launched in various regions
- 2018 Headquarters relocates to Englewood, Colorado
Pathways fully implemented in May

source: www.toastmasters.org/about/history

¹Please see section 3.1 about structure within Toastmasters

CHAPTER 3

THE TOASTMASTERS ORGANISATION

STRUCTURE

MEMBER
CLUB
AREA
DIVISION
DISTRICT
REGION
WORLD HEAD- QUARTERS
BOARD OF DIRECTORS AND OFFICERS

Toastmasters International has more than 14,700 clubs in 144 countries around the world. There are community-based clubs, company employee clubs, military-based clubs, specialised clubs for the blind, bilingual clubs and many others.

In most parts of the world, clubs are grouped into administrative units known as Districts to provide greater leadership opportunities and stronger lines of communication. Districts are in turn divided into Areas, which usually comprise four to seven local clubs. In larger Districts, several of these areas may be assigned to a unit known as a Division.

District Directors are elected each year to serve their Districts. An Area Director is either elected or appointed to serve an Area. He or she should visit each club in his or her area at least twice during the year.

Setting the policies of the organisation is the responsibility of the elected Board of Directors. In Englewood, Colorado, U.S.A., the World Headquarters staff, headed by the Executive Director, oversees the day-to-day operation of the organisation, providing materials and assistance to clubs and Districts.

Being a Toastmaster means more than simply making a commitment to self-development. Everyone who joins a Toastmasters club is making a commitment to the club, to its members, and to the organisation as a whole.

3.1 SANDGATE TOASTMASTERS CLUB

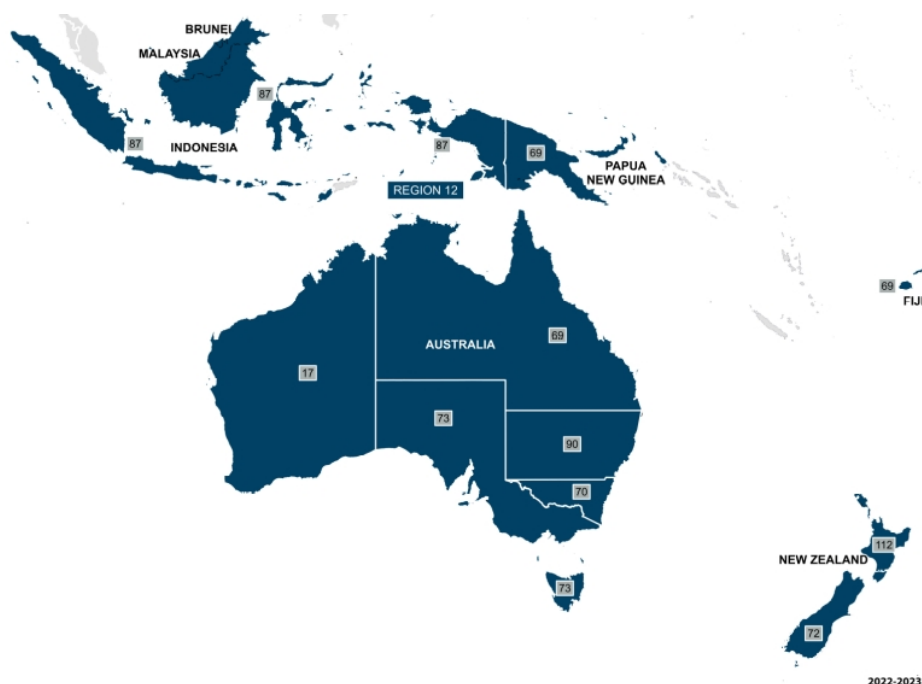
WITHIN TOASTMASTERS INTERNATIONAL

A snapshot of how Sandgate Toastmasters club sits within Toastmasters International (current as of May 2023; realignments are regularly reviewed with the establishment of new clubs and sadly closures of clubs):

TOASTMASTERS INTERNATIONAL



REGION 12



DISTRICT 69



- Brisbane Division
- Central Division
- Eastern Division
- Moreton Division**
- Northern Division
- Papua New Guinea Division
- Southern Division
- Western Division

Area 3

Area 8
Pines Toastmasters Club
669

Peninsula Toastmasters Club
1444

Sandgate Toastmasters Club
3721

Healthy Chatterers Toastmasters Club
1329132

Powerlink Toastmasters Club
1448835

Bracken Ridge Toastmasters Club
6482644

Area 18

Area 37

3.2 A YEAR IN SANDGATE TOASTMASTERS CLUB

On top of the regular meetings on the second and fourth Tuesday of the month, here are some additional events:

- 5th Tuesday of the month – additional meetings
- Biannual membership fee dates are: 30th September and 31st March
- Club Officer elections: second Tuesday in May
- Club Officer Training: two rounds - first round in June or July, second round in November or February
- Executive role changeover dinner: fourth Tuesday in June or second Tuesday in July
- Volunteering at the local Einbunpin Festival: last Sunday in July
- 2 contest nights (held on the regular meeting dates): August to October¹
- Area 8 conference: usually second Saturday in November
- Christmas meeting (normally includes a dinner): second Tuesday in December
- Moreton Division Conference: usually third Saturday in March
- District 69 Conference: weekend before May holiday
- International Convention: August

Please note: There is no meeting on the fourth Tuesday in December and the second Tuesday in January.

3.3 A TOASTMASTER'S PROMISE

As a member of Toastmasters International and my club, I promise . . .

- to attend club meetings regularly;
- to prepare all my speeches to the best of my ability, basing them on projects in Pathways;
- to willingly prepare for and fulfil meeting assignments;
- to provide fellow members with helpful, constructive evaluations;

¹Please see chapter 7 for more details

- to help the club maintain the positive, friendly environment necessary for all members to learn and grow;
- to willingly serve my club as an officer when called upon to do so;
- to treat my fellow club members and our guests with respect and courtesy;
- to bring guests to club meetings so they can see the benefits Toastmasters membership offers;
- to adhere to the guidelines and rules for all Toastmasters educational and recognition programs;
- to maintain honest and highly ethical standards during the conduct of all Toastmasters activities.

3.4 CLUBS OUTSIDE THE UNITED STATES

Toastmasters International is incorporated in the State of California as a public benefit corporation. We are categorised as a 501(c)(3) corporation with the United States Internal Revenue Service, which gives the organisation a tax advantage as a charitable and educational organisation.

This, your club, though located outside the United States, must function as if it is in the United States. All clubs (including Sandgate) are potentially subject to the laws of the United States, including those of the Internal Revenue Service, and the State of California. The only exception is if local law is in conflict with the United States and California State law.

CHAPTER 4

MEMBERS' RESPONSIBILITIES

Every Toastmasters club is a cooperative and only works when all members are "pitching in". Here are some reminders of some minimum responsibilities to maximise your effectiveness in working with others:-

APOLOGY FOR NON-ATTENDANCE

. . . . be sure to email (or call) the Vice President Education with your apology whenever circumstances force you to be absent from a meeting.

STRIVE FOR EXCELLENCE

. . . . it will reflect well on you as well as the club. Members who do this not only grow immensely, but provide a fine example for others.

PREPARE WELL

. . . . if you do not find the information that you require in this handbook, ask a your mentor for assistance.

BRING GUESTS REGULARLY

. . . . all meetings improve with a larger audience, and dynamic guests enjoy our meetings. Introduce guests to other members so they will feel at home and will have someone to talk to during the break and after the meeting. Members sitting next to guests should ensure the guest understands the program and why program segments are performed.

ARRIVE ON TIME

. . . . this means well before the meeting is to commence to allow time to become acquainted with guests (a friendly club is a healthy club).

PARTICIPATE IN GENERAL BUSINESS

. . . . you'll take a greater interest in the policy that you help to shape.

ENJOY YOURSELF

. . . . remember that Dr. Ralph Smedley, the founder of Toastmasters, said that we learn best in an atmosphere of fun!

CHAPTER 5

CLUB OFFICER'S RESPONSIBILITIES

Serving as a club officer is a great responsibility and an exciting opportunity.

Every year, Sandgate Toastmasters club elects seven executive positions: President, Vice President Education, Vice President Membership, Vice President Public Relations, Secretary, Treasurer and Sergeant at Arms. The terms of office run from 1st July to 30th June the following year.

Every member can be nominated for any position; the only rule is that the President may not be re-elected for a successive term. (The outgoing President's role becomes Immediate Past President by default.)

See below for the tasks which each club officer is responsible for:

5.1 PRESIDENT

- Set goals & build a program plan for term of office using the Distinguished Club Program
- Preside over club meetings
- Organise and chair club executive meetings
- Attend & vote at Area, Division and District Council meetings

5.2 VICE PRESIDENT EDUCATION

- Prepare the program and distribute to members
- Plan meeting assignments at least 2 meetings in advance
- Assign mentors for new members
- Maintain “Toastmaster of the Year” award and member’s speech records
- *Basecamp* duties: Approve level completions, keep records of progress
- Attend & vote at club executive, Area, Division and District Council meetings

5.3 VICE PRESIDENT MEMBERSHIP

- Maintain and distribute a current membership list to club members and the Area Director
- Make every effort to maintain current membership by increasing member’s satisfaction
- Maintain guest packs to give to guests
- Attend & vote at club executive and Area Council meetings

5.4 VICE PRESIDENT PUBLIC RELATIONS

- Plan a Public Relations program
- Prepare publicity materials and organise promotional activities
- Publish on blog, newspaper and Facebook
- Maintain posters around the Sandgate district
- Attend & vote at club executive meetings

5.5 SECRETARY

- Record and distribute business meeting and executive meetings minutes
- Create agenda and distribute executive reports for upcoming business meetings
- Send new officers list and any changes to club officers to World Headquarters
- Maintain general club correspondence
- Attend & vote at club executive meetings

5.6 TREASURER

- Receive and disburse funds
- Pay membership fees to Toastmasters International on time
- Submit accounts for audit at end of term
- Attend & vote at club executive meetings

5.7 SERGEANT AT ARMS

- Open club meetings and read mission statement
- Take responsibility for all club property
- Attend & vote at club executive meetings

5.8 IMMEDIATE PAST PRESIDENT

- Organise Club Speech Contests
- Chair the nominating committee
- Provide guidance and serve as a resource to club officers and members
- Attend & vote at club executive meetings

CHAPTER 6

PATHWAYS EDUCATION PROGRAM







Toastmasters' core education program is the Pathways learning experience, offering members 11 specialised learning paths with more than 300 unique competencies.

6.1 PATHS

Each of the 11 paths is designed to help you build your skills in a particular area.

This path	is designed to help you build your skills as	
	Dynamic Leadership	a strategic leader
	Effective Coaching	a positive communicator and leader
	Engaging Humour	a humorous and engaging public speaker
	Innovative Planning	a public speaker and leader
	Leadership Development	an effective communicator and leader
	Motivational Strategies	a powerful and effective communicator
	Persuasive Influence	an innovative communicator and leader

This path	is designed to help you build your skills as	
	Presentation Mastery	an accomplished public speaker
	Strategic Relationships	a leader in communication
	Team Collaboration	a collaborative leader
	Visionary Communication	a strategic communicator and leader

6.2 TOASTMASTERS INTERNATIONAL RECOGNITION

A vital part of success in the Toastmasters club program is recognising achievement at all levels. This is the fundamental source of motivation in a volunteer organisation such as Toastmasters. The Toastmasters program of recognition acknowledges achievement and dedication to the goals of communication and leadership.

The following recognition requirements became effective as of 1st July 2019.

PATHWAYS PATHS

Each path has 5 levels which build onto each other. You will be recognised upon completion of each path.

- Level 1 Mastering Fundamentals
- Level 2 Learning Your Style
- Level 3 Increasing Knowledge
- Level 4 Building Skills
- Level 5 Demonstrating Expertise

DISTINGUISHED TOASTMASTER

Distinguished Toastmaster (DTM) is the highest recognition a member may receive.

Requirements:

- Complete two learning paths.
- Serve as a club officer for two six-month terms or one annual term, participate in the preparation of a Club Success Plan, and participate in a District-sponsored Club Officer Training.
- Serve a complete one-year term as a District leader.
- Serve successfully as a club mentor or coach.
- Serve successfully as a club sponsor or conduct a *Speechcraft* or *Youth Leadership* program.
- Complete the DTM project. (Members are required to create and implement a project of their own design, in which they demonstrate the skills and expertise they have gained.) Members can receive access to the DTM project using Base Camp on the internet once they have completed one path and Levels 1, 2, and 3 in a second, unique path. To receive this project, email educationprogram@toastmasters.org.

DISTINGUISHED CLUB PROGRAM

The Distinguished Club Program (DCP) is an annual award program recognising clubs that provide an outstanding member experience. You play a vital role in your club's participation in the DCP through your achievements. There are six educational DCP goals you and members of your club can fulfil:

1. Four Level 1 awards achieved
2. Two Level 2 awards achieved
3. Two more Level 2 awards achieved
4. Two Level 3 awards achieved
5. One Level 4, Path Completion, or DTM award achieved
6. One more Level 4, Path Completion, or DTM award achieved

Contact your Vice President Education for more information on the DCP.

CHAPTER 7

ANNUAL SPEECH CONTESTS

Every year, Sandgate Toastmasters club runs 4 contests over two meetings. Winners of these contests go on to the Area Conference and successive levels for winners are the Division Conference, then District Conference. Only the International Speech Contest goes two steps further: “World Championship of Public Speaking” conducted at the International Conference (with semi finals held beforehand).

Experienced club members know that entry into the club speech contest is the best way to achieve personal excellence. It provides the incentive to put that bit extra into the preparation and delivery of a speech, Table Topic or evaluation.

INTERNATIONAL SPEECH CONTEST

Open to: all members who have completed Level 2 in any path
Length: 5 to 7 minutes per speech
Objective: Deliver an inspirational speech with a topic of your choice

HUMOROUS SPEECH CONTEST

Open to: all members
Length: 5 to 7 minutes per speech
Objective: Deliver a humorous speech with a topic of your choice

EVALUATION CONTEST

Open to: all members
Length: 2 to 3 minutes per evaluation
Objective: Feedback on a “test” speech delivered during the contest

TABLE TOPICS CONTEST

Open to: all members

Length: 1 to 2 minutes per speech

Objective: Deliver an impromptu mini speech on the topic given while on stage

CHAPTER 8

COURSE PARTICIPATION

8.1 SPEECHCRAFT - COORDINATOR OR PRESENTER

As you become more experienced you will want to exercise your skills. Coordinating a *Speechcraft* course, or participating in presenting a course to non-Toastmaster groups, will help you to teach what you have learned to groups of interested people by way of seminars.

8.2 YOUTH LEADERSHIP - COORDINATOR OR PRESENTER

Similar to *Speechcraft* course but tailored specifically to the needs of youth, usually in a school or similar environment.

CHAPTER 9

PROGRAM ASSIGNMENTS

The following points on program assignments should be considered to assist you in fulfilling your role on a club program.

Unless otherwise stated, the segment is delivered from the lectern.

9.1 AUSTRALIANA

Time: 2 – 3 minutes

This segment requires a member to research data on a subject relating to Australia, e.g. cities, the outback, the Great Barrier Reef, etc. or some lesser-known part of Australia.

The segment can also relate to a famous or infamous Australian. The presentation is presented in the form of a mini speech.

9.2 BIOGRAPHY

Time: 2 – 3 minutes

This is an exercise where the assigned member researches any person in history, exploration, invention, politics, music, literature, etc. and completes a short story about the person.

The presentation is with or without visual aids.

9.3 CHAIRMAN

Time: varied, but minimum 10 minutes

The Chairman has the responsibility of **running the Business Session**. This means using meeting procedure to ensure that the club's business is attended to in an efficient manner. The rule of meeting procedure is that the majority rules but the minority must be heard.

- The Chairman may be seated while speaking if he or she requests permission from the members in the meeting.
- The business meeting should be treated as a training and practice situation for all who are present. For the benefit of the secretary, movers/ seconders of motions should reply with: "I, (name), move/second ..."
 - **NOTE 1:** If more time is predicted to be necessary in a session, the Chairman may ask: *"Could I please have somebody move that the business meeting is to be extended by (number) minutes."* Member: *"I, (name), move that the business meeting is extended by (number) minutes."*
 - **NOTE 2:** If you second a motion and possibly want to speak for the motion at a later stage, please say: *"I, (name), second the motion"* and include *"and reserve my right to speak."*
- **Read through** the following **"Guide to Running a Meeting"** several times before the meeting in order to avoid a stilted, unnatural dependence on the printed word (idea taken from Renton's)
- Check with the Secretary if quorum is present (Quorum: Must be half of the current ACTIVE membership + one. Must be financial members.)
- Check with the Executive Officers if they have circulated their reports
- Check if there were any motions circulated
- Check if there was an executive meeting since last business meeting
- The Chairman has the right to rule any member "out of order" if they are not speaking at an appropriate time or their comments are irrelevant. Time is limited at a business meeting and must be spent on comments that will contribute the most to the club.
- At the end of the Business Session, provide a warm introduction for the Toastmaster, and lead the applause of welcome before presenting the gavel to him or her.

9.3.1 THE MOTION

This basic procedure **MUST** be followed in accepting a motion.

1. Mover: *"Mr Chairman/Madam Chair, I move that (something to be done)."*

(All motions should be put in an affirmative manner or language).

2. Chairman: *"Have we a seconder for the motion"?*

(If not, the motion lapses and the Chairman proceeds to the next business.

If there is a seconder to the motion, continue as follows)

3. Secunder: *"Mr Chairman/Madam Chair, I (name) second the motion"*

(The seconder then speaks in favour of the motion immediately, or reserves his/her right to speak later by stating *"I reserve my right to speak."*)

4. Chairman:

[a] *"Have we a speaker against the motion"?*

(Those against the motion should raise a hand and one should be recognised by the Chair to speak against the motion)

[b] *"Have we a speaker for the motion"?*

(Those for the motion should raise a hand and one should be recognised by the Chair to speak for the motion)

[c] Call for and alternate speakers for and against the motion.

[d] (Address the mover of the motion) *"Mr/Madam, do you wish to exercise your right of reply"?*

If the mover of the motion exercises this right of reply, he/she may summarise his/her own side's case and deal with any opposition raised. He/she may NOT introduce any NEW matter into the debate, as he/she is the ONLY speaker with the right of reply. After his/her reply the discussion is CLOSED.

5. Chairman: Both sides having been allowed EQUAL opportunities to speak, the Chairman continues.

[a] *"The motion is that (repeat the Motion as a reminder to the voters)."*

[b] *"Those in favour of the motion raise one hand."*

[c] *"Those against raise one hand"*

[d] *"I declare the motion is carried (or lost)."*

NB The Chairman should be prepared to read the motion being discussed at ANY TIME during the debate to avoid confusion.

9.3.2 AMENDMENT TO A MOTION

Definition: An amendment is an alteration or proposed alteration to the terms of a motion designed to improve the motion WITHOUT CONTRADICTING it. It is brought forward by a person who is not settled as to whether to vote affirmative or negative to the motion in its original form.

An amendment can be to leave some words out OR to leave some words out and insert others in their place OR to add new words.

Like a motion, an amendment must start with *"Mr Chairman/Madam Chair, I move that ..."*

NOTE: If a "Motion to Amend" has been put and seconded, the following procedure must be followed BEFORE DEALING WITH THE ORIGINAL MOTION, if at all.

Procedure: The following basic procedure MUST be followed to amend a Motion.

1. Mover of Amendment: *"Mr Chairman/Madam Chair, I (state name) move an amendment that,*

[a] *the words ... be omitted"* OR

[b] *the words ... be substituted for the words ..."* OR

[c] *the motion be altered to read ..."* (If the alteration is a major one)

NOTE: The mover of an amendment may put his/her proposal at any time in the debate after the original motion has been seconded.

2. Chairman: *"Have we a seconder for the amendment"?*

If there is no seconder, the amendment lapses and the discussion reverts to the original motion. If there is a seconder, continue as follows.

3. Secunder to the Amendment: *"Mr Chairman/Madam Chair, I (state name) second the amendment."*

4. Chairman:

[a] *"Have we a speaker AGAINST the amendment?"*

[b] *"Have we a speaker FOR the amendment"?*

Speakers for and against the amendment must be called upon, preferably alternately.

NOTE: The mover of an amendment has NO right of reply.

5. Chairman: After the debate on the amendment has concluded, the Chairman must put it to the vote making sure that the meeting realises that it is voting on the AMENDMENT and NOT the main motion.

The MOVER and SECONDER may vote FOR or AGAINST or ABSTAIN.

[a] *"The amendment is that..."*

[b] *"Those in FAVOUR of the amendment, raise one hand."*

[c] *" Those AGAINST the amendment, raise one hand."*

6. Finally:

1. If the amendment is LOST, the debate is resumed on the ORIGINAL MOTION.
2. If the amendment is CARRIED, the amended original motion is now open for further discussion.

The mover of the ORIGINAL motion still has a right of reply.

9.3.3 GUIDE TO RUNNING A BUSINESS SESSION

Before the meeting:

- Check with the Secretary if quorum is present. (Quorum: Must be half of the current financial ACTIVE membership + one.)
- Check with the Executive Officers if they have circulated their reports.
- Check if there were any motions circulated.
- Check if there was an executive meeting since last business meeting.

NOTE 1: If more time is predicted to be necessary in a session, the Chairman may ask: *"Could I please have somebody move that the business meeting is to be extended by (number) minutes."* Member: *"I, (name), move that the business meeting is extended by (number) minutes."*

NOTE 2: If you second a motion and possibly want to speak for the motion at a later stage, please say: *"I, (name), second the motion"* and include *"and reserve my right to speak."*

Order of Events (prompt)	What to say		Responses
Stand, Smile, Accept gavel	Thank you, Mr/Madam Toastmaster. With the permission of the meeting, I shall conduct the Business Session from a seated position.		
Quorum	Mr/Madam Secretary – do we have a quorum present?		Secretary: We have ___ present out of ___ active members.
	Yes, a quorum is present. I will open the business meeting at <i>(time)</i> pm.	No, we do not have a quorum. <i>(The business must be ratified at next meeting.)</i>	
Apologies Secretary, Mover, Second, Vote, Carried, Gavel	I will now call for apologies. Mr/Madam Secretary, do we have any written apologies?		Secretary: Mr/Madam Chairman, we have written apologies as per program and from: (names).
	Are there any further apologies from the floor?		<i>wait for responses</i>
	I ask for a motion that the apologies as stated be accepted.		Mover: I, <i>(name)</i> , so move.
	Do we have a seconder?		Second: I, <i>(name)</i> , second the motion.
	Is there anything to discuss on the issue of apologies?		<i>wait for responses</i>
	Those in favour, raise one hand <i>(pause)</i> ; those against, raise one hand <i>(pause)</i> The motion is carried - (or lost).		

Order of Events (prompt)	What to say	Responses
Minutes Circulated, Seconder Corrections, (Move, Second, Vote, Carried, Gavel), Motion, Move, Second, Vote, Carried, Gavel, Business Arising	Mr/Madam Secretary, would you please present the minutes of the previous meetings.	Secretary: Mr/Madam Chairman, the minutes of meeting number <i>(number)</i> have been circulated to all members by email prior to this meeting and therefore I move that the minutes be received.
	Do we have a seconder for this motion?	Seconder: I, <i>(name)</i> , second the motion.
	Are there any corrections or additions to these minutes?	<div> Secretary: Yes. <i>(state what has been amended or added to the minutes)</i> </div> <div>No.</div>
	Mr/Madam Secretary, would you please move a motion that the amended minutes be accepted.	Secretary: I, <i>(name)</i> , so move.
	Do we have a seconder for this motion?	Seconder: I, <i>(name)</i> , second the motion.
	Is there anything to discuss in relation to the minutes?	<i>wait for responses</i>
	Those in favour, raise one hand <i>(pause)</i> ; those against, raise one hand <i>(pause)</i> The motion is carried - (or lost).	
	I ask for a motion that the minutes of meeting number <i>(number)</i> previously circulated by email be adopted.	Mover: I, <i>(name)</i> , so move.
	Do we have a seconder?	Seconder: I, <i>(name)</i> , second the motion.

Order of Events (prompt)	What to say	Responses
	Those in favour, raise one hand (<i>pause</i>); those against, raise one hand (<i>pause</i>). The motion is carried - (or lost).	
	Is there any business arising from the previous minutes?	Secretary: Yes. (<i>explain</i>) No.
Corres pondence Secretary, Seconder, Vote, Carried, Gavel, Business Arising	Mr/Madam Secretary, is there any inwards and/or outwards correspondence?	Secretary: Mr/Madam Chairman, the correspondence inwards and outwards has been circulated to all members by email prior to this meeting and therefore I move that the inwards correspondence be received and the outward endorsed.
	Do we have a seconder?	Seconder: I, (<i>name</i>), second the motion.
	Is there anything to discuss in relation to the correspondence?	<i>wait for responses</i>
	Those in favour, raise one hand (<i>pause</i>); those against, raise one hand (<i>pause</i>). The motion is carried - (or lost).	
	Mr/Madam Secretary, is there any business arising from the correspondence?	Secretary: Yes. (<i>explain</i>) The corresponding officer has dealt with this in his/her report. No.

Order of Events (prompt)	What to say	Responses
Reports Mover (each officer), Seconders, Business Arising, Mover, Seconders, Vote, Carried, Gavel, Treasurer's report	I will now call on the Executive for their reports. These have been circulated to all members by email prior to this meeting. Mr/ Madam President, do you have any additions?	President: There are no additions to my report. I move that my report be received.
	Vice President Education, do you have any additions?	VPE: There are no additions to my report. I move that my report be received.
	Vice President Membership, do you have any additions?	VPM: There are no additions to my report. I move that my report be received.
	Vice President Public Relations, do you have any additions?	VPPR: There are no additions to my report. I move that my report be received.
	Note: If there are any additions to the reports, you need to second all the unchanged reports first, then receive (and later adopt) the changed report separately.	
	Would someone please SECOND the motion that the reports be received?	Seconders: I, (name), second the motion.
	Is there anything to discuss from the executive officers' reports?	<i>wait for responses</i>
	Is there any business arising from the reports?	<i>wait for responses of either executive officer</i>
	There being no (further) business from the reports, would someone move that the reports be adopted (- and that the verbal reports be noted.)	Mover: I, (name), so move.
	Do we have a seconder?	Seconders: I, (name), second the motion.

Order of Events (prompt)	What to say	Responses
	Those in favour, raise one hand (<i>pause</i>); those against, raise one hand (<i>pause</i>). The motion is carried - (or lost).	
	Mr/Madam Treasurer would you please present your report.	Treasurer: The report has been circulated to all members by email prior to this meeting. There are no additions to my report. Currently, we hold a balance of (<i>amount</i>). I move that my report be received.
	Do we have a seconder?	Secunder: I, (<i>name</i>), second the motion.
	Is there anything to discuss from the treasurer report?	<i>wait for responses</i>
	Mr/Madam Treasurer, with nothing (further) to discuss, would you please move your report to be adopted.	Treasurer: I move that my report be adopted and the accounts for payment be ratified.
	Do we have a seconder?	Secunder: I, (<i>name</i>), second the motion.
	Those in favour, raise one hand (<i>pause</i>); those against, raise one hand (<i>pause</i>). The motion is carried - (or lost).	
Motions (if circulated beforehand)	May I ask (<i>name</i>) to present the motion.	Motion master: The following motion has been circulated. <i>Read motion</i>
	Do we have a seconder?	Secunder: I, (<i>name</i>), second the motion.
	Does anybody want to speak for the motion?	<i>wait for responses</i>

Order of Events (prompt)	What to say	Responses
	Does anybody want to speak against the motion?	<i>wait for responses</i>
	Those in favour, raise one hand (<i>pause</i>); those against, raise one hand (<i>pause</i>). The motion is carried - (or lost).	
Executive decisions (if executive meeting was held since last business meeting)	Minutes of the Executive meeting have been circulated to all members. I ask for a motion that the decisions of the executive committee be ratified.	Mover: I, (<i>name</i>), so move.
	Do we have a seconder?	Secunder: I, (<i>name</i>), second the motion.
	Are there any questions for the Executive?	<i>wait for responses</i>
	Those in favour, raise one hand (<i>pause</i>); those against, raise one hand (<i>pause</i>). The motion is carried - (or lost).	
	Is there any business arising from the decisions of the executive committee?	Secretary: Yes. (<i>explain</i>) No.
General Business	I will now open general business for a period of (<i>number</i>) minutes. Is there any General Business?	<i>wait for responses</i>
	Motion procedures a) Motion b) Secunder c) Speaker – against d) Speaker – for e) Vote – all those in favour	
	Is there any further General Business?	<i>wait for responses</i>

Order of Events (prompt)	What to say	Responses
Close General Business, Gavel, Gavel to Toastmaster	As there is no further general business, I declare the Business Session closed at <i>(time)</i> . The next business session will be held on <i>(date)</i> at 8:20pm. I now pass control of the meeting to your Toastmaster for tonight, <i>(name)</i> .	

9.4 DEBATING FOR TOASTMASTERS

Time: 10 – 15min

A debate is a disputation between two teams with the object of establishing the superiority of one point of view over another. There are usually three speakers to each team, known as the affirmative and the negative teams.

The affirmative challenges the negative by supporting the proposition suggested by the debate subject: for example, That Australia should be a republic.

The negative accepts the affirmative challenge by rejecting the affirmative proposition and establishing a variation of the proposition within the negative framework; in the example: That Australia should not be a republic.

METHOD		
SPEAKER	AFFIRMATIVE TEAM	NEGATIVE TEAM
No. 1 3 to 5 mins	States the debate topic, define the terms of the topic State the general issues Summarise the affirmative position Explain the procedure: what the 1 st speaker will cover, as well as the 2 nd and 3 rd speakers Cover the 1 st argument for the affirmative	Accept, reject, or amend the definition of terms of the topic as presented General refutation of the points covered by the 1 st affirmative speaker Summarise the negative position: what the 1 st speaker will cover as well as the 2 nd and 3 rd Present the 1 st argument for the negative
No 2 3 to 5 mins	Same for both teams: Rebuttal of the first opposition speaker's charges or questions Further developing the team's argument Summarise the points made	
No. 3	Summarise debate, emphasising crucial issues still under consideration Refute what the negative has established, especially the prima facie (basic) point Review all major objections the affirmative has to the negative proposal Close with direct appeal to the audience to concur with the affirmative.	Analyse the entire debate and conclude with the critical issues Fairness requires that no new / unnecessary material be introduced Provide rebuttal material to strengthen the negative case Tie all major points together and point out what the negative has covered Close by asking the audience to concur with the negative position.

9.5 DID YOU KNOW?

Time: 1 – 2 min

This segment requires research of an historical event, a hobby, an invention or anything of interest.

The presenter commences the segment with the question, "DID YOU KNOW....?" followed by a number of brief facts or merely greater elaboration on just one subject.

9.6 GENERAL EVALUATOR

Time: 8 – 10 min

The General Evaluator of a club meeting should be seen as a teacher-by-example. His or her guidance of the speech evaluators and fair summation of the meeting will have a great influence on members' attitudes. The General Evaluator should point with enthusiasm to the good in the meeting and show by example and helpful suggestions how weak areas could be improved.

This role should be assigned to a more experienced club member who has demonstrated ability for constructive evaluation.

BEFORE THE MEETING

- Review the program and ensure you are familiar with the requirements for each segment so you will be ready to comment on how effectively they were carried out, if appropriate.

AT THE MEETING

- Give an overall evaluation of the meeting, (including the business session), general quality of evaluations, the President, Chairman, Toastmaster, Topic Master, and the general conduct of the meeting. Suggest improvements, and always end on a positive note.

9.7 GRAMMARIAN

Time: 1 – 2 min

The grammarian is present to point out obvious and not-so-obvious mistakes in word usage, grammar, and pronunciation. This applies to all meeting participants except guests. Understandably, the person appointed to this function should have a reasonable competence with language.

AT THE MEETING

- Listen carefully and report on the following: -
 - misuse of words
 - incorrect pronunciation
 - poor sentence construction
 - excellent use of words
 - cliches (overworked phrases or words)

9.8 HOT SEAT SPEAKER

The Vice President Education schedules an additional speech in case a “fill-in” is required. Designated members will need to be prepared to be called on in the meeting if a speaker on the agenda becomes unavailable.

If the Hot Seat Speaker is not called upon, he or she will present the speech at the next meeting.

9.9 I’VE GOT A SECRET

Time: 4 – 5 min

A member who has a secret, which is unknown to the club members, accepts questions at random from the audience. The presenter can only answer "Yes" or "No". If the audience is unable to ascertain the secret within the designated time, the Toastmaster closes question time and the presenter discloses the secret.

9.10 JOKE MASTER

Time: 2 – 3 min

Prepare and deliver a joke or a humorous anecdote to set the tone of the meeting. These stories must be in good taste and must be suitable for mixed company.

9.11 LISTENING QUIZ

Time: 2 – 3 min

To present this segment:

- Note important points raised during the meeting and when introduced ask questions relating to those points and call on specific members to provide the answers. Questions should, in the main, be directed to important issues as this leads to a twofold result: -
 - [a] it re-affirms the important issues of the meeting;
 - [b] it tests the "better listening" part of the Toastmasters motto.
- Delivery of the questions should be fast paced with only a few seconds allowed for the answer. Ask the question first, then nominate a member to answer. Remember, always state the correct answer if the response received was in error.

9.12 NEWS COMMENTATOR**Time:** 2 – 3 min

This is an exercise in reading from prepared notes while maintaining eye contact. It is to be presented as a television news broadcast. The material used may be factual items drawn from current news or fictitious items drawn from the imagination of the presenter.

9.13 POEM MASTER**Time:** 2 – 3 min

The assigned member is to read a short poem or selection of verse. It is recommended that the member give a brief introduction and explanation of the author and/or the setting.

9.14 QUOTE MASTER**Time:** 1 – 2 min

The Quote Master presents a quote to the members and provides its origin and an explanation if required. It is advisable to present a quote, be it serious or humorous, which can in some way be related to our Toastmasters learning experience.

9.15 RAFFLE MASTER**Time:** 1 – 2 min

Purchase a small prize (or unwanted present) to the value of \$15.00 that could be raffled. The club will have the tickets.

Although this is a short segment, it is to be treated as a prepared speaking segment or a mini-speech. There is to be an opening, body and a conclusion, all aimed at motivating the audience to buy, buy, buy! Use your imagination and be as creative as you like to enhance the suspense.

Selling price of the tickets is \$1 each or 3 for \$2.00.

9.16 REVIEW TIME

Time: 2 – 3 min

This segment allows the speaker a choice of what they would like to review.

BEFORE THE MEETING

Select any one of the following for review: -

- [a] Book
- [b] Magazine article (Toastmasters Magazine?)
- [c] Movie
- [d] Record, tape or piece of music
- [e] Newspaper article

AT THE MEETING

- Use this segment as another opportunity to build a mini-speech with an opening, body and conclusion.
- Bring the review alive! Make the audience want to rush out and read, see or listen to the item you are reviewing.
- Bring the book, article or music along to take the opportunity to work with visual/audio aids.

9.17 ROUND ROBIN

Time: 10 – 12 min

An assigned member introduces a topic (usually a question) and all attendees will have a **20 seconds** turn to answer the topic. (Guests may choose to pass.) The attendees remain at their seat, but should consider standing.

BEFORE THE MEETING

- Prepare a topic that will be easy to speak on by all of the people who attend.

AT THE MEETING

- Since conducting the segment from the lectern, have a chair situated nearby so that you may be seated while others are speaking.
- State the topic (only one sentence is necessary), the time limit (20 seconds), and that the speaker must stop when instructed.
- Care should be taken to keep this segment moving to avoid taking up too much time.
- Inform guests that they may speak but are not required to. If they do not wish to speak they should stand, state their name and say, "*I pass.*"
- Commence by giving a demonstration talk yourself.
- Ask an experienced speaker to begin and direct that following speakers will be in a clockwise or anti-clockwise order around the table.
- Complete the session by saying, "*Mr/Madam Toastmaster, that completes the Round Robin segment.*"

9.17.1 IF ONLY VARIATION

For this segment each speaker will start with the statement "*If only ...*" i.e. "*If only I hadn't finished that bottle of whisky last night - I wouldn't have this headache now*".

To run the segment:

- Provide a brief explanation of how the segment is run.
- Give a good example of your own.
- Move around the table giving each person a chance to speak.
- Remember, this is impromptu, relax and enjoy, but keep it flowing.

9.17.2 FORTUNATELY/UNFORTUNATELY VARIATION

In a time of 30 seconds, the Round Robin Master commences a story ending with the word "fortunately". The story is continued around the room alternating between fortunately and unfortunately.

BEFORE THE MEETING

- Prepare a brief story of your own that can be presented in a maximum of 30 seconds.
 - E.g. *"Cinderella is in tears. Her two ugly sisters have gone to the ball and she wants to go. She's ready - she's read the book. The pumpkin and mice are nearby. Suddenly there is a call from her Fairy Godmother. It seems that she has tendinitis from excessive wand abuse. Fortunately ..."*
 - (next speaker) *"Fortunately there is someone she can send in her place - the Easter Bunny ..."*

AT THE MEETING

- Start with a brief explanation of how the segment runs and the time for each speaker.
- Commence the story ending with fortunately, indicate to the next speaker they are to continue the story
- After 20 seconds, they pass to the next person with *"unfortunately"*
- Continue around the room until everyone has had an opportunity to speak.
- Complete this segment by ending the story in 20 seconds and hand control to the Toastmaster.

9.17.3 AROUND THE WORLD VARIATION

The presenter is required to pose an initial question that leads members into a Round Robin taking them on a journey around the world.

e.g. *"If you could go on a holiday to any destination in the world, where would you go and what would you do once there?"*

Members present a mini speech answering the question.

Subsequent speakers continue the story by bridging the gap with such words as *"and then I'd go to"* or *"on second thoughts"*.

9.17.4 LAST WORD VARIATION

The object of this exercise is for the Round Robin Master to commence a story and each Toastmaster at the meeting continues the story from the last word uttered by the previous speaker.

The challenge is to keep the story going. After all participants have spoken, the Round Robin Master controlling the segment completes the story.

9.18 SOAPBOX

Time: 2 – 3 min

This segment is to be a mini speech about a topic which you are very passionate about. It provides an outlet for delivering opinions.

Proclaim to the audience your viewpoint and how you see that it can get fixed. Keep your talk concise and end with your key "take home message".

The segment doesn't allow for slides or flip chart.

Use clear, unhurried speech, and don't try to squeeze in too much information.

9.19 SPEAKER

Time: varied - depending on project, but most projects call for 5 – 7 min

Prepared speeches are the highlight of every Toastmasters meeting. It is by completing Pathways projects which incorporate speeches that Toastmasters make their greatest gains in communications ability.

BEFORE THE MEETING

- Prepare and rehearse a speech to conform to the requirements of the next project assignment. Remember, the better the preparation, the greater the gain.
- Advise the Evaluator of the project to be completed, your selected path, project requirements, time of speech and title. Help the Evaluator prepare a meaningful introduction of you by providing information that will "set up" this speech.

AT THE MEETING

- Before the start of the meeting, present your evaluation form to the Evaluator and advise him/her of your path. Discuss with your Evaluator any areas that you are particularly working on so that you will get the feedback you require.
- After giving the speech, take the time to discuss your speech with your Evaluator to enable him/her to express any thoughts that time did not allow in the oral evaluation during the program.
- Ensure the record of progress on *Basecamp* is completed. (I.e. complete a second questionnaire on the website)

9.20 SPEECH EVALUATOR

Time: 2 – 3 min

The key to the success of the Toastmasters program is constructive evaluations.

Speech evaluation is an art, and a very important part of a Toastmasters meeting. Don't let this intimidate you; no matter how much experience you have (or don't have) as a Toastmaster, you still have the ability to listen and provide feedback as to how you perceived the speaker.

BEFORE THE MEETING

- Contact the speaker and discuss the speech project. If possible, study the relevant project to ensure familiarity with the speech requirements.
- Ensure you have the path, level, project, timing requirements, title and any further information on hand for the introduction.

AT THE MEETING

- Your first duty as speech evaluator is to introduce the speaker:
 1. start by speaker's name, path, level
 2. project with objectives
 3. timing for the speech (and if new timer/guests are present: include which colour light goes with which time)
 4. speaker's name and title
- Remember the purpose is to help the speaker improve his or her speaking skills. This will be done not by using harsh criticism, but by using sensitivity and empathy.
- The oral evaluation is just enough time to present the most important points for helping the speaker. To avoid wasting time remember: -
 - don't summarise the contents of the speech
 - don't belabour a point
- Be positive, give suggestions for improvements.
- The oral evaluation is part of the educational program and benefits the audience and the speaker most when points of commendations and recommendation are supported with: -

- **why** the point you are making is important
- an illustration of how to improve
- Remember you are giving a speech to an audience and you should avoid speaking directly to the person you are evaluating: refer to the speaker in the third person.

Helpful tips, courtesy of Raymond Ng: -

Principle	Technique	
1. ANALYSIS	Highlight <ul style="list-style-type: none"> • the speaker's strong points (performance) • The important points raised (content) 	BE POSITIVE
2. RECOMMENDATIONS	Identify areas for improvement and suggest/demonstrate how to do it	BE PRACTICAL
3. SUMMATION	General supportive summation and advice on directions for the future	BE SPECIFIC

9.20.1 SUGGESTED GUIDE TO SPEECH EVALUATION

	WHAT YOU OBSERVED	SUGGESTIONS/REASONS/EXAMPLES
A	SPEECH CONTENT	
	1. Positive qualities organised audience appropriateness achieved objectives researched	
	2. Detracting qualities off the mark unstructured unsuited to audience missed objectives unsubstantiated	

	WHAT YOU OBSERVED	SUGGESTIONS/REASONS/EXAMPLES
B	SPEECH PREPARATION	
	1. Positive qualities clear meaning concise points correct structure rehearsed well timed	
	2. Detracting qualities insufficient obscure clouded lacking structure requires rehearsal timing off	
C	PRESENTATION	
	1. Positive qualities dynamic, forceful persuasive memorable warm, sincere, friendly motivational	
	2. Detracting qualities low key aggressive unconvincing forgettable	
D	GESTURES (FACE - HANDS - BODY)	
	1. Positive qualities gave life to speech helped hold audience attention appropriate, relevant emphatic, dramatic descriptive, spontaneous animated	

	WHAT YOU OBSERVED	SUGGESTIONS/REASONS/EXAMPLES
	2. Detracting qualities forced repetitive restricted/stiff/inhibited stereotyped	
E	EYE CONTACT	
	1. Positive qualities addressed to everyone looked for audience reaction direct, steady, sustained compelling, assertive, effective	
	2. Detracting qualities random, fleeting, broken	
F	NOTES	
	1. Positive qualities used effectively unobtrusively	
	2. Detracting qualities formed a barrier to audience over reliance bulky, hard to manage	

	WHAT YOU OBSERVED	SUGGESTIONS/REASONS/EXAMPLES
G	VISUAL AIDS	
	1. Positive qualities clarified point enhanced speech bold, imaginative	
	2. Detracting qualities difficult to see speaker turned away from audience in order to point to exhibit illustration not useful to speech content	
H	VOICE	
	1. Rate deliberate leisurely variable slow / rapid / appropriate 2. Pitch natural / high / low 3. Volume soft / audible / weak 4. Modulation (Inflexion: change from one scale to another) 5. Enunciation clear indistinct 6. Pronunciation correct flowed	
I	VOCABULARY	
	1. Positive qualities words and phrases within comprehension of audience gave meaning to speech	

	WHAT YOU OBSERVED	SUGGESTIONS/REASONS/EXAMPLES
	2. Detracting qualities overused words and phrases slang cliches	
J	GRAMMAR	
	Proper / improper	
K	CONCLUSION	
	Summarise:	

9.20.2 ALTERNATIVE SPEECH EVALUATION FRAMEWORK

Component	Commend (+)	Recommend (-)
<i>Objective 1</i>		
<i>Objective 2</i>		
<i>Objective 3</i>		
<i>What did I see?</i>		
<i>What did I hear?</i>		
<i>What did I feel?</i>		

Main points for spoken evaluation:

9.21 STRESS RELIEVER

Time: 4 – 5 min

To present this segment you will need a solidly rolled up and taped newspaper. Start the segment with a statement venting your frustration about your own pet hate, striking the table/lectern frequently with the rolled up newspaper.

E.g. I hate (*strike*) people who sit (*strike*) at traffic lights in the right hand lane (*strike - strike*) and don't put their right indicator (*strike*) on until the light turns green (*strike*) and I can't move because I am stuck behind them (*strike - strike*).

The paper stick is then passed on to the next member you nominate to continue the process. The segment is intended as an emotional impromptu - an opportunity to express feelings.

9.22 TABLE TOPICS EVALUATOR

Time: 2 – 3 min

The Table Topics evaluator evaluates the speakers of the Table Topics session by making brief comments on how the mini speech was presented. (Normally there are two evaluators scheduled, so that you alternate between the speakers.)

AT THE MEETING

- Make sure you are evaluating the right speakers:
 - odd: first, third, fifth etc.
 - even: second, fourth, sixth etc.
- While speakers are delivering their topic response, make brief notes that will summarise your re-actions to their speech. Consider the following, remembering that you should devote only 30 seconds to each speaker during your evaluation: -
 - was the question answered?
 - was an opinion given?
 - did the speaker stick to the topic?
 - were you convinced and impressed?
 - was the speech well organised, with a strong opening, supporting body, and summarising conclusion?
 - was there effective use of vocal variety, voice projection, eye contact, language and grammar, enthusiasm, gestures etc.?

- Remember: Use one or two points per speaker - not all of them
- Often your evaluation can complement the instructions the Topics Master gives in the introduction to the session. For instance, if the Topics Master indicates that speakers should make use of this speaking opportunity to practice their body language, the evaluation should concentrate on that aspect. Narrowing the scope of your evaluations could make them much more effective.
- **Avoid repeating the topic.** This takes up valuable time and adds nothing to your evaluation.
- Approaches to the evaluation:
 - "Big Mac": the meat of the evaluation (the constructive comments) should be cushioned on both sides by the bun (the compliments): Three sentences per speaker (commend, recommend, commend)
 - 3 S's: Supportive comments, Suggestions for improvement, and Summary.
 - Group: Rather than evaluating in chronological order, you can group speakers by categories of points made which makes it quicker and less repetitive
- Do not comment on the overall presentation of the Table Topics session. This will be done by the General Evaluator.

9.22.1 TABLE TOPICS EVALUATION REPORTING SHEET

NAME	Speaker Comments	Supportive Comments	Suggestions for Improvement	Summary: Supportive Comments
Things to look for:	Questions Answers	General Impression	Organisation Eye contact	Valuations- Gestures, Waffle

9.22.2 GUIDELINE FOR EVALUATION

Guidelines for evaluation	Praise		Improve		Praise		Improve		Praise		Improve		Praise		Improve	
Physical: What I saw Appearance Use of hand gestures Eye contact with audience Facial expressions Speaking area																
Voice: What I heard Tone Vitality Volume Vocal Variety																
Structure of Answer: What I understood Did opening get your attention Did response develop as mini speech Was there a clear ending																
Language: Appropriate use of words Word pictures Emotive words Use of humour																
Manner: Enthusiastic Confident Poised																
Timing: Was the speaker able to round off within time																

9.23 TABLE TOPICS MASTER

Time: varied, usually 12 – 14 min

Table Topics provides an opportunity for Toastmasters to learn the art of impromptu speaking. The Topics Master leads the Table Topics portion of the club meeting, which can be the liveliest and most enjoyable part of the meeting if it is handled correctly.

BEFORE THE MEETING

- Prepare possible participants list
 1. Get list from Vice President Membership of who are our active members.
 2. Cross out apologies.
 3. Categorise members in order of speaking time and select those first:
 - [a] no speaking role (includes supper providers)
 - [b] 2 minute role (Toast, Word Master, Round Robin Master, Grammarian, Raffle Master)
 - [c] Timer (just warn the member next to timer)
 - [d] 3 minute role
 - [e] Table Topics evaluators (note if odd/even)
 - [f] General evaluator
 - [g] Toastmaster
 - [h] Speech presenters
 - [i] Guests – please ask them in the supper break if they like to participate (remember, members pay a fee to participate, so they should always be called on first)
- Prepare topics
 1. Keep the statements/questions short (3-7 words maximum).
 2. You might want to keep topics to the theme of the night (see suggestions below).
 3. Prepare x topics (where x equals time for the segment divided by 2.5 + 1 spare topic)
- Please print your topics three times (you, both Table Topics evaluators)

AT THE MEETING

- Always ask guests in advance if they would like to participate. Never embarrass them.
- Plan a strong opening: call on experienced speakers for the first one or two topics.
- Topics are presented from the lectern but prepare a seat close to speaking area
- Present your segment
 1. If Toastmaster didn't announce timing for Table Topics, announce timing yourself.
 2. Read out topic.
 3. Then call on the participant to speak.
 4. Lead the applause until the participant reaches speaking area.
 5. Read out topic again.
 6. Go to seat, but remain standing until addressed by the speaking participant.
 7. At end of segment, you should be addressed again by the participant. Lead the applause.
 8. After the mini speech keep comments to a minimum.
 9. Repeat steps 2 – 8 until allotted time is maximised.

TOPICS SUGGESTIONS

note: these are just suggestions, the possibilities of questions/topics/variations are endless

1. Worst, Best, First, Last (with theme)
 - e.g. theme is “transport”:
 - What was your worst car you owned?
 - What was your best boat you owned?
 - What was your first bicycle trip?
 - What was your last trip on a plane?
2. Bring a few items (1 item per Table Topic) and ask the speaker a question about the item.
 - When have you last used this?
 - When did you see your mother use this?
 - Why is this the worst present you got?

3. “The day I ...”

- met Elvis,
- got stuck in an elevator
- got two job offers

9.24 TALL TALER

Time: 2 – 3 min

This is to be a light hearted ingredient on the program and must be presented as an amusing segment. It can be real or fictitious but above all it must be humorous to gain maximum effect.

The tall tale should be presented as a mini speech without notes.

Do not tell jokes!

9.25 TIMEKEEPER

Time: 1 – 2 min

BEFORE THE MEETING

- Ensure that you know the timing procedure and the time limits for each segment. If in doubt, consult with the Toastmaster or the Vice President Education.

AT THE MEETING

- Familiarise yourself with the operations of the stopwatch, if using, and the timing lights.
- Record the times of all segments as per the program.
- Present reports when requested by the Toastmaster.
- Inform the Toastmaster whether the meeting is on time, or how many minutes ahead or behind time as indicated on the program.

RECOMMENDED TIME AND LIGHT INDICATIONS

PROGRAM SEGMENT	LIGHTS		
	GREEN	AMBER	RED
2 minute segments	1 min	1 min 30 sec	2 min
3 minute segments	2 min	2 min 30 sec	3 min
Speech - 5 to 7 mins	5 min	6 min	7 min
General Evaluator - 8 to 10 mins	8 min	9 min	10 min

Segments 5 minutes and longer should generally receive the green light at 2 minutes prior to the end of the time, amber 1 minute before and red on time, unless otherwise specifically arranged with the speaker.

9.26 TOAST

Time: 2 – 3 min

1. Preparation

- [a] Know your audience
- [b] What will they see, what will they hear, how will they feel?
- [c] "Lead" the audience to your toast

2. Structure

- [a] This is "Leadership"! Take control.
- [b] Start by asking everyone to make sure they have a drink for the toast. **Make sure your drink is ready and accessible!!**
- [c] Deliver the toast - a mini speech with an opening, a body and a conclusion.
- [d] Ask attendees to *"Please stand. Raise your glasses and drink a toast to ..."*
- [e] Then **remember to ask attendees to sit!!**

3. Some Specific Tips for the Toast

- [a] Make the toast short - at most **five** words
- [b] Make the toast appropriate (know your audience)

9.27 TOASTMASTER

Time: entire meeting to introduce segments, maximum speaking time is 2 min

The primary duty of the Toastmaster is to ensure a well-run meeting and act as a genial host to smooth the transition between program segments and participants.

BEFORE THE MEETING

- Obtain the necessary information to properly introduce each speaker.
- Plan introductions carefully.

AT THE MEETING

- Since the Toastmaster conducts the program from the lectern (multiple times), find a seat close to the lectern.
- Ensure all program participants are in attendance.
- Keep the meeting running on schedule. You have the authority to ask participants who have exhausted their allotted time to immediately conclude their portion of the program.
- Follow the procedure outlined below: -
 1. Offer a word of thanks to the President and accept the gavel when you are presented as Toastmaster.
 2. Say a few words about the nature of the forthcoming program to warm up the audience to the meeting's theme.
 3. Explain the duties of next program segment when introducing the member conducting it.
 4. Remain standing until the member has taken position and recognised you, then take your seat. A nod or gesture of acknowledgement is sufficient to indicate a transfer of control.
 5. At the end of each presentation, lead the applause and offer a brief word of appreciation. Your function in this step is to bridge the gap between presentations, maintaining the interest of the audience.
 6. Repeat steps 3, 4, and 5 for each segment.
 7. At the conclusion of the program briefly thank all members and return control of the meeting to the President.

9.28 TWO TRUTHS AND A LIE

Time: 4 – 5 min

The member presents THREE short stories - two are TRUE and one is a LIE.

All stories should be approximately the same length (3-4 sentences each). The Toastmaster introduces the Storyteller advising the audience that of the stories they are about to hear, two are true and one is a lie.

At the end of the third story, the Toastmaster re-caps the theme of the first story briefly (find a title) and then asks members to question the Storyteller (a maximum of 3 questions). The same procedure is followed for the second and third story.

NOTE: The storyteller must tell the truth when asked about the two true stories, but obviously will lie about the untrue story.

Members then indicate by a show of hands which story they think is the lie. To conclude the segment the Storyteller must reveal which of the stories was the lie.

9.29 WHO AM I?

Time: 2 – 3 min

This segment requires a fact-by-fact sequential story on a well-known figure - past or present. Identities can be from athletes, politicians, artists, explorers, inventors, criminals, entertainers, etc.

The subject must be researched and the story read/told with a pause between each sentence to allow members to name the identity and there must be a chronological sequence in the story.

Members can interject at any time with their answer until the correct one emerges. If the audience is unable to ascertain the identity within the designated time, the Toastmaster closes question time and the presenter discloses the identity.

9.30 WORD MASTER

Time: 2 – 3 min

BEFORE THE MEETING

- Select a word which will help build members vocabularies. The chosen word is one that will have value to members, not a ridiculously obscure one.
- Research its history, different meanings with an example sentence each.
- Write/print it on an A4 paper.

AT THE MEETING

1. Introduce word
 - Explain the word, including proper pronunciation, definition and use in a sentence.
 - As an added suspense, you might want to give the definition(s) and a sample sentence before revealing the word.
 - Finish by instructing all meeting participants to use the word.
2. Record word usage per meeting participant
3. Present on word usage
 - Congratulate all meeting participants who have used the word.
 - Name a few examples which stood out (e.g. word used in speech, Table topic or in a unique/funny way).
 - Congratulate the winner of the evening (who used the word the most).¹

¹And no, it won't always be Trish!

CHAPTER 10

CONCLUSION

Again, **WELCOME** to **Sandgate Toastmasters club**.

You will find that your Toastmaster membership provides: -

- Professionally prepared educational materials and resources on speaking, listening, discussion, parliamentary procedure, audiovisual techniques and meeting procedures.
- The Toastmaster magazine, published each month, provides new insights into the ever-changing world of communication and leadership. The ideas, opinions and techniques featured in each issue are alone worth Toastmasters' modest dues.
- Affiliation with an internationally respected educational organisation.
- An opportunity to participate and compete in the Toastmasters International Speech Contest - the "World Championship of Public Speaking".
- Unlimited opportunities for personal and occupational recognition based on improved abilities and expanded experience.
- A unique opportunity to learn and improve your abilities within an atmosphere of fellowship and fun with your fellow Toastmasters club members.

ABBREVIATIONS

ACS	Advanced Communicator Silver <i>(old award designation)</i>
ALB	Advanced Leader Bronze <i>(old award designation)</i>
ATMS	Advanced Toastmaster Silver <i>(old award designation)</i>
CC	Competent Communicator <i>(old award designation)</i>
DCP	Distinguished Club Program
DD	District Director
DTM	Distinguished Toastmaster
SAA	Sergeant at Arms
TM	Toastmaster
TT	Table Topics
TTM	Table Topics Master
VPE	Vice President Education
VPM	Vice President Membership
VPPR	Vice President Public Relations

PATHWAYS PATH'S ABBREVIATION

where X is a number from 1 to 5 depicting the completed level

DLX	Pathways path Dynamic Leadership
ECX	Pathways path Effective Coaching
EHX	Pathways path Engaging Humour
IPX	Pathways path Innovative Planning
LDX	Pathways path Leadership Development
MSX	Pathways path Motivational Strategies
PIX	Pathways path Persuasive Influence
PMX	Pathways path Presentation Mastery
SRX	Pathways path Strategic Relationships
TCX	Pathways path Team Collaboration
VCX	Pathways path Visionary Communication