

Toastmasters 101
Handbook

**Lexington
Toastmasters**



Area 41
District 40
Club 2391

BASIC GUIDELINES

A Toastmasters meeting is always conducted in a professional manner as demonstrated in the following guidelines:

- The meeting should always start ON TIME - no matter what!
- If you cannot attend a meeting in which you have a scheduled function, you must do the following:
 - If you are a scheduled speaker or topics master, you must first find your own replacement. NEXT, contact the Toastmaster scheduled for that meeting and inform him/her of your change.
 - If you are a scheduled Evaluator, timer or ah counter, you must first find your own replacement, THEN contact the General Evaluator to inform him of your change.
- To change future schedules, contact the VP of Education.
- Use proper protocol at ALL times during the meeting.
- Always stand when requested to speak - address the chair.
- Remember - the scheduled Toastmaster for a given night is in charge. The Toastmaster is the decision maker for the meeting for that night. The President is the decision maker for the Club. However, the President can overrule the Toastmaster. But it is the responsibility of the Toastmaster to be sure all functions are filled and the meeting runs smoothly.
- Always continue applauding until the introduced speaker arrives at the lectern. Our role as fellow Toastmasters is to encourage each other. Minimal applause or lack of applause is discouraging.
- Never leave the lectern unattended. Remain at the lectern until the next speaker arrives. Shake hands then proceed to your seat.

Invocation & Pledge

The Invocation and Pledge offers Toastmasters another opportunity in which to speak. The individual assigned for that role can handle it as they feel comfortable. The Invocation can be whatever they want it to be. It can be an outspoken prayer, he can recite a poem, or even offer a moment of silence. This is left to the discretion of the Toastmaster addressing this role. It is optional and can be dismissed as well.

Thought/Word

The Word for the Day is presented at the beginning of the meeting and is encouraged to be used throughout the meeting. If a word is not available, a dictionary can be found in the lectern.

The Thought of the Day is the last item on the Agenda. It is typically a motivational thought to inspire all to ponder until the next meeting.

Sergeant At Arms

- Arrive early. Check the following:
 - Tables and chairs are arranged properly
 - Lectern in place
 - Flag placed to right of lectern
 - Gavel is out - on lectern
 - Ribbons (white, red, blue) are out - on lectern
 - Agenda placed on lectern
 - Timing lights adequately placed within view of lectern and plugged in
 - Ballots distributed
 - Ah bell set out
- Display-table arranged:
 - à Name tags
 - à Guest Book
 - à Literature/Magazines
 - à Applications
- Start meeting on time.
- Call for invocation/pledge
- Introduce Guests. If walk-ins, you introduce. If guest with member, ask member to introduce guest.
- Call for Word for the Day
- Ask Toastmaster to read the program for the night.
- Introduce Presiding officer.

Timer

- Upon arrival at meeting, be sure lights are displayed and in working order.
- Be sure have sufficient timing device and adequate timing tools.
- If speaker hasn't given you his/her timing requirements, use default timing of 5-7 minutes. It is the speaker's responsibility to give you timing requirements. You, the Timer, shouldn't have to ask.
- Three parts of the meeting are timed: Table topics, Speeches, and Evaluations. Timer is also vote-counter. As vote-counter, mark your ballot then set aside. The timer's vote is always the tie-breaker. Be sure to get final results to Toastmaster as soon as possible.

Grammarian/Ah Counter

- Upon arrival at the meeting be sure the ah-bell is at hand.
- Ring bell on all filler words such as ah's and ums for entire program, including business meeting. All members (never guests) should be included.
- Do not ring bell on formal speeches - only count the ah's. You do not need to count the ah's during the rest of the meeting, merely ring bell as needed.
- Listen and report all ah's and grammatical errors heard during the meeting. The General Evaluator will request this report near the end of the meeting. The reason this report is given last is to give this role optimum time for developing listening skills.
- Be sure to include in your report the number of times the Word of the Day was used.

Toastmaster

- Confirm Speakers, Topics Master, Joke Master, Thought/Word Master for given meeting. Contact speakers at least three (3) days prior to meeting.
- Contact General Evaluator to confirm number of speakers so General Evaluator can be sure enough Evaluators are present.
- Obtain speech titles, manual speech number, and encourage speakers to prepare their own introductions to their speech.
- At meeting, be sure all are in attendance. Handle any last minute changes. Sit close to lectern.
- Prepare short monologue to set mood for meeting.
- Remember to lead applaud for all individuals called on to speak. You are the conductor and your fellow Toastmasters are the orchestra. Lead them well!
- Follow general Toastmasters Agenda - allowing yourself to be creative.
- As Toastmaster, it is NOT your responsibility to line up evaluators. This is the job of the General Evaluator.
- Remember to call for over/under time and remind all who spoke and their subject prior to voting. It is always good practice to remind voters to base their vote on the individual who deserved the award, at their level. If a speaker has improved dramatically since their last speech, they deserve a vote.

General Evaluator

- Contact each evaluator to confirm not only their attendance, but who they will be evaluating.
- Encourage each evaluator to contact the speaker he/she will be evaluating.
- Confirm attendance of the timer and ah counter/grammarian. If any of these functions are new to the member, either assist him with the role or assign another member to assist.
- At the meeting, be sure all speakers have an evaluator, a timer is present, and ah counter is assigned.
- The General Evaluator is responsible for all the evaluators, the timer, and ah counter/grammarian. He/she must be sure all these roles are filled at the scheduled meeting. This is not the responsibility of the Toastmaster.
- Follow general Toastmasters Agenda - allowing yourself to be creative.
- Remember to evaluate the entire meeting, including the business meeting. Evaluate the Topics Master, the Topics participants (as deem necessary), Toastmaster, and evaluators. There is no need to evaluate the speakers other than to point out items the evaluator may have missed or you would like to add.
- Remember to call for over/under time and remind all who spoke and who they evaluated prior to voting. It is always good practice to remind voters to base their vote on the individual who deserved the award, at their level. If a speaker has improved dramatically since their last speech, they deserve a vote.
- Remember to always lead applause for evaluators.

Speaker

- Contact Toastmaster with speech title, manual speech number, and written introduction.
- Contact your Mentor if struggling; that's what they're there for. He/she can offer advice and/or suggestions for your presentation. Ask your Mentor on which elements he thinks you should be working (e.g. gestures, eye contact, voice, room movement, etc.)
- Upon arrival be sure to give the Timer your required speaking time. Otherwise, the Timer will use standard 5-7 minutes.
- Remember to give your speech manual to your evaluator along with any special requests or instructions you might have. Be sure to get your manual signed after the meeting by the VP of Education.
- It is to your benefit to do the speeches in the order outlined in the manual. However, it is not required.
- It is recommended that you stay within the time designated in the manual. This teaches importance of eliminating unnecessary verbiage.

Evaluator

Contact assigned speaker prior to the meeting to learn what speaker is working on. This is best done BEFORE the meeting than AT the meeting as

- 1) you won't be interrupted
- 2) have more time to prepare your evaluation and
- 3) able to better assist the speaker as you've researched their project.

Remember to evaluate the speech and not the person. You are preparing and delivery a speech as well. Be creative in your presentation while presenting the speaker with positive feedback that will promote their growth as a speaker.

Table Topics

- Be creative with this program. Prepare a minimum of three (3) questions.
- Remind audience of the different ways of answering table topics (H.A.R.D.R.). See "Ways to Remember on last page."
- Upon presenting, ask question, pause, then call name. By selecting the individual AFTER the complete question has been given develops anticipation of all - forcing all to be ready.
- Ideally, refrain from calling on anyone in a major role in the meeting. Although, occasionally it is necessary, due to low attendance, to be forced to call on one of these roles.
- Remember to call for over/under time and remind all who spoke and their subject prior to voting.

Joke Master

Humor is an important part of public speaking. Incorporating humor in our speaking can benefit our presentation and assist in getting our point across. Thus the Joke Master's role is not only to lighten the meeting with a funny joke, but to learn to present humor. As we all know, not everyone can tell a joke . . . It takes practice.

You can find great jokes in the Reader's Digest (www.rd.com) or at another great source is www.PrairieHomeCompanion.com .

WAYS TO REMEMBER

I.N.S.A.N.E.

I Never **S**hould **A**pologize **N**or **E**xplain

A good rule to remember. Pre-qualifying yourself before an audience such as saying "I'm sorry, I've never done this before," or "I really don't know much about this subject," etc. causes the audience to question your credibility as a speaker, thus impairing the impact of your presentation.

H.A.R.D.R.

Humor - Use humor in your answer - make up story, etc.

Avoid - Avoid the topic. Change the subject.

Refer - Refer the question to someone else in the room.

Direct - Answer the question directly as asked.

Reverse - Reverse the question to the Topics Master

T.C.U.T.

Thank You

Credit belongs to . . .

Use this award to . . .

Thank You.

S.I.G.N.S. - This is a method of developing an introduction for a speaker.

Subject of speakers speech.

Importance of speech to audience. Why should audience listen?

Glory of the speaker. What is the speakers credentials?

Names of speaker

Speech Title

“Sandwich Technique”

A technique used during evaluations. It is the sandwiching of suggestions or improvement ideas between positive aspects of a speech.