

# Bruin Toastmasters Missing Manual

Each club does things slightly differently due to size, location, or the number of members. This manual provides tips to help you understand Bruin Toastmasters and aid with your orientation to get the most from our club.

## Your Role As a Member

- Show up for meetings on a regular basis
- Respond to club emails in a timely manner
- Participate as a meeting functionary when possible
- Be supportive of your fellow members
- Have fun

## If you are a meeting functionary

- Confirm your attendance with the Toastmaster that week
- Read about your role from this manual prior to the meeting and prepare any items as necessary.
- Arrive five minutes early to the meeting.

## Additional Resources

Facebook <http://www.facebook.com/groups/121302204551437/>

Website <http://www.bruintoastmasters.com/>

### Mentor

- You can be assigned a speech mentor to assist with your speech preparation and club orientation. Please see a club officer for more information.

### Club email list (members only)

- The club maintains a Google Group to send messages to all club members. Past listserv messages are also available by logging into Google.
- See club secretary for access. You can also ask to be added to the list via <http://groups.google.com/group/uclabruin.toastmasters>, however, only current members will be approved.
- Note: this list is only for club business only (no other purposes are permitted). See the club secretary if you have not received club emails.

### Guest Email List

- Guests can be part of this mailing list. Note: this is to be only used for club business only and for no other purpose.
- See VP of Membership for access

### Functionary Role Signup sheet (members only)

- Record of functionary and speech sign-ups.
- Note: Sign-ups for speaker roles are usually done at meetings.
- See club secretary for access to this document, see VP of Education to sign-up for an available role.

## **TOASTMASTER**

The Toastmaster acts as genial the host and runs the meeting as a whole. He/she is responsible for all functionary role confirmations – (working with the Vice President of Education who manages the sign-up sheet; e.g. cc VPE on emails).

**NOTE: Print 20-25 agendas to bring to the meeting.**

### *Preparation*

- Send the Vice President of Education the theme for the meeting as soon as it is decided. The theme is collaboration between the Toastmaster and the Table Topics Master. Also let the Ah-counter know about the theme so that the word of the day can be selected.
- Confirm your role to the Vice President of Education immediately. You are responsible for all the confirmations for the meeting
- Confirm with each speaker and request:
  - Speech title and length
  - Manual and speech number
  - Objective of the speech
  - Speaker introduction

The Vice President of Education will provide contact information for the meeting functionaries.

- The agenda template is available at  
[http://www.studentgroups.ucla.edu/bruintoastmasters/agenda\\_template.doc](http://www.studentgroups.ucla.edu/bruintoastmasters/agenda_template.doc) .  
Make sure all substitutions are noted and the speaker information is added.
- Prepare a 2-5 sentence introduction and send it to the President in advance of the meeting.

### *During the meeting:*

1. Introduce the theme of the meeting.
2. Explain how a typical meeting is divided into three parts - this is for the benefit of new members and guests.
  - a. Table Topics
  - b. Prepared Speeches
  - c. Evaluations
3. Call on Functionaries (timer, grammarian, ah-counter) to explain their roles.
4. Introduce the Speakers with the prepared introductions
5. Lead all welcoming applause
  - a. Note: If the speech is an ice-breaker speech or competent communicator speech #10, lead the audience in a standing ovation. It's very encouraging! :-)
6. Shake the hand of the speaker taking over the lectern before returning to your seat.
7. Call for the vote for the best speaker.
8. Hand out awards as appropriate
9. Return control to the club President

## TABLE TOPICS MASTER

Table Topics provide us the opportunity to practice impromptu speaking. By answering brief Table Topics questions, we learn how to present thoughts clearly and convincingly, with no more than a few seconds of preparation. We also learn to listen constructively, and to think flexibly.

The Table Topics portion of a Toastmasters meeting takes place after the formal “prepared speeches” segment and usually lasts 15-20 minutes. The Table Topics Master announces a topic or question and calls on several members, one at a time, who will present a 1 to 2 minute impromptu response to that question.

### *Preparation*

- Confirm that you will be the Table Topics Master that week and coordinate that week's theme with the Toastmaster.
- Prepare 10 – 15 questions relating to the theme you and the Toastmaster have chosen.
  - Keep questions brief to save time and to encourage clear understanding.
- Arrive early and check agenda and members in attendance. **The goal of Table Topics is to call on members that do not have roles; they should be called upon first.**
  - Do not call on guests unless all members have had the chance to speak. They may feel uncomfortable and our goal is to give members first priority.

### *Table Topics Master Protocol at Meetings*

- When introduced by the Toastmaster, make your way to the lectern, shake hands and take control of the meeting. Begin by explaining the purpose of Table Topics for the benefit of guests and new members.
- Ask the Timer for the timing guidelines.
- Ask your question FIRST, and then call on a member to respond. This is done to ensure all members think of an answer.
- Keep your eye on the time. In general the Table topics runs until 12:50pm, which leaves 10 minutes to conclude the meeting, unless stated otherwise.
- After asking the last question, ask the timer if all speakers qualified.
- Call for a vote by reading the list of table topics speakers. Also call for a vote for the best evaluator.

Return control of the lectern to the Toastmaster.

## SPEAKER

### *Preparation*

- Confirm that you will be speaking with the Toastmaster that week and also provide the meeting Toastmaster and the Vice President of Education with:
  - Your speech title, speech manual number, and time
    - If your speech is expected to go over the standard 5-7 minutes or requires special set-up, **you must let the Toastmaster know in advance.**
  - A brief (2-4 sentences) introduction to the Toastmaster
- Bring your Competent Communicator (CC) manual to the meeting so that your evaluator can provide a written evaluation and the Vice President of Education can sign the manual for credit.
- Let the evaluator know what you would like them to pay special attention to – for example you might be conscious of seeming nervous, worried about eye contact or one of many things – your evaluator will make special note of these things for you.

### *Speaker Protocol at Meetings*

- At the meeting, once introduced by the Toastmaster: Approach the lectern, shake the Toastmaster's hand, turn to the audience and say, "Madam/Mr. Toastmaster, fellow Toastmasters, and most welcomed guests" (if there are guests in the room) - and then proceed with your speech.
- When you have completed your speech it is time to turn control of the meeting back to the Toastmaster for the evening. Complete your speech, pause ... and say "Madam/Mr. Toastmaster." Wait at the lectern for the Toastmaster to return, shake her/his hand, and return to your seat.

## **EVALUATOR**

Oral Evaluation is where a speaker receives instant feedback for their prepared speech. It lets the speaker know where they are doing well and which areas need improvement. It is also wonderful practice to improve the evaluators listening and speaking skills. It must be noted that the evaluation should be mainly positive and is only the opinion of the evaluator.

### *Preparation*

- Confirm that you will be an evaluator that week with the Toastmaster that week
- Contact the speaker to ensure you are clear on the speech objectives and any special areas the speaker may ask you to focus on.
- The manual provided by the speaker will outline the main points to look for, keep notes on the speaker's good points, a few areas for improvements and anything special you may have observed i.e. laughter from audience etc.
- Always conclude your evaluation with positive points regarding the speech. A member should **only be evaluated on the speech objectives and the goals for that speech**. For example, it is inappropriate to mention body language for a second speech – body language is not covered until much later in the manual.

### *Evaluator Protocol at Meetings*

- At the meeting, once introduced by the Toastmaster: Approach the lectern, shake the Toastmaster's hand, turn to the audience and say, "Madam/Mr. Toastmaster, fellow Toastmasters, and especially <>Speaker's name<>
- At the end of the meeting, return the manual to your speaker, explain any comments that the speaker might be unclear about. Remind the speaker to have his/her speech manual signed by the Vice-President of Education.

## **GENERAL EVALUATOR**

The General Evaluator evaluates everything that takes place during the entire meeting; beginning to end.

### *Preparation*

- Confirm that you will be the general evaluator that week with the Toastmaster that week.

### *During the Meeting*

- When called on by the Toastmaster at the beginning of the meeting – explain your role for the meeting.
- During the meeting take notes on all aspects of the meeting – see worksheet in appendix of this manual. The Sergeant at Arms will provide you with this worksheet during the meeting.
- At the end of the meeting provide a report when called on by the Toastmaster

## **TIMER**

One purpose of Toastmasters is to teach us to express our thoughts within a specific time frame. Each speaker is timed and this also helps start and end our meetings on time.

### *Preparation*

- Confirm that you will be the timer that week with the Toastmaster that week.

### *During the Meeting*

- When called on by the Toastmaster at the beginning of the meeting – explain your role for the meeting and provide the timing rules for speakers.
- You will provide the table topics timing rules later before that segment of the meeting.
- When asked by the Toastmaster, answer if participants qualified. You do not need to mention the exact times, unless the speaker has asked you for those details
- The sergeant at arms will provide a stop watch and either colored cards or a light to be used for timing speeches.
  - If cards are used during timing, hold each card up so it is clearly seen by the speaker. Continue to hold the card up until the speaker concludes.

### **Timing Rules**

Speech	Timing	Green	Yellow	Red
Tabletopics	1-2 minutes	1 minute	1 1/2 minutes	2 minutes <b>Speaker must conclude in 30 seconds to qualify</b>
Prepared Speeches	Timing varies, see agenda Generally 5-7 minutes, icebreakers are 4-6 minutes	2 minutes before the end of the allotted time of the speech	1 minute before the end of the allotted time for the speech	At the end of the allotted time for the speech, <b>Speaker must now conclude in 30 seconds.</b>
Evaluations	2-3 minutes	2 minutes	2 1/2 minutes	3 minutes, <b>evaluator must conclude in 30 seconds.</b>
Shorter Table Topics	1 minute 15 seconds	45 seconds	1 minute	1 minute with 15 seconds with <b>15 seconds to conclude to qualify</b>
<b>Shorter Table Topics:</b> Toastmaster may determine this format to be used to allow for more speakers.				

More information is available at [www.tmdistrictone.org/speechtimer.asp](http://www.tmdistrictone.org/speechtimer.asp)

## AH-COUNTER

One purpose of Toastmasters is to help members improve their grammar and their use of words. The Ah-Counter comments on the use of the English language including the usage of filler words. By doing so we notice how often and how easy it is to make those mistakes ourselves.

### *Preparation*

- Confirm that you will be the ah-counter that week with the Toastmaster that week.
- To help build our vocabularies, select a word of the day that can be easily used by all during the meeting. It should tie into the theme for the meeting.

### *During the Meeting*

- When called on by the Toastmaster at the beginning of the meeting – explain your role for the meeting and the ah-counter rules.
  - For filler words, it is 10 cents per infraction for the maximum of a dollar. Funds collected go towards our PARTY at the end of the year. Guests do not pay.
- Announce the word of the day, provide a definition of the word and use in a sentence.
- During the meeting make note and keep track of vocalized pauses or filler words, such as 'ah', 'err', 'um', 'you know', 'so', etc. Watch for clichés, errors in grammar, pronunciation of words, word usage and sentence structure. also note GREAT WORDS and EXPRESSIONS that are used.
- The Sergeant at Arms will provide you with a worksheet to help keep a tally during the meeting.

### Examples:

- Soooo is a filler word – be careful not to replace ah with soooo or long aaaaands.
- The word *like* can be a filler work as in: We use the word *like* too much *like* when you are struggling to find *like* the right words to use.
- "Without any further ado," is considered a filler phrase.
- "Mary needs no introduction," then don't introduce her – this phrase is redundant.

## Ah Counter Worksheet

## **General Evaluator Worksheet**

Please note: general evaluators are to evaluate the meeting as a whole-acknowledge great points and suggest areas for improvement. We do not evaluate the speakers or evaluators.

Evaluation Points	Notes
<b>Please check with the VP of Education and Toastmaster before the meeting begins: Did everyone confirm their roles in a timely manner, send introductions, speech titles in time for the agenda to be printed?</b>	
Please acknowledge and thank any members that took last minute roles	
Was protocol followed: e.g. Madam/Mr. Toastmaster, hand shake, lectern always attended?	
Did the toastmasters set the tone with great energy?	
Did the meeting start and end on time?	
Did members with roles arrive early to prepare for the meeting as needed?	
Was the energy of the meeting high and the group supportive?	
Additional comments: Please frame in a positive way: I might suggest we arrive earlier if we have roles Let's try and applaud longer	