

TIPS FOR GUESTS

A typical Toastmasters Meeting

1. **Relax!** You will not be called upon to speak unless you wish to speak. However, you will probably be asked to introduce yourself and share such information how you heard about Toastmasters. Each meeting has an agenda in which tasks are assigned to various members and each meeting has an emcee called a Toastmaster of the Day (TMOD).

2. **You might hear the following terms** (some of the roles are not filled in every club):

The PRESIDING OFFICER, or SERGEANT-AT-ARMS, opens and closes the meeting.

The INVOCATION, INSPIRATIONAL OPENING, or OPENING THOUGHT is a motivational way to begin the meeting. The INSPIRATIONAL CLOSE or CLOSING THOUGHT presents a similar thought, story, or saying at the end of the program.

The TOASTMASTER OF THE DAY introduces the various participants on the agenda.

The SPEAKER gives a prepared speech using one of the many Toastmasters manuals, usually 5 to 7 minutes.

The EVALUATOR provides oral, effective feedback to the speaker by praising what worked well and giving tactful suggestions for improvement (also gives a written evaluation).

The TABLE TOPICS MASTER selects a topic or topics of general interest and asks questions of those in the audience that do not have major speaking roles; the answer to the question should be given in 1 to 2 minutes. A guest may be asked to volunteer, but it is not mandatory to respond.

The MASTER EVALUATOR or GENERAL EVALUATOR provides constructive suggestions for all who participated and evaluates the evaluators, but should never evaluate the speakers.

The GRAMMARIAN introduces the Word of the Day, listens carefully to participants and gives a report regarding language usage as to whether the grammar was incorrect, etc. and praises creative language usage such as the turn or a colorful phrase.

The AH COUNTER counts audible pauses such as ah, uh, and um.

The TIMER records the number of minutes used by each speaker, evaluator and Table Topics respondent. Timing cards, or lights, are used to signal speakers as to time used. A green light or card is shown when the speaker has met the minimum time allotted, a yellow light or card is shown when the speaker is half way between the minimum and maximum time allotted, and a red light or card is shown when the speaker reaches the maximum time allotted. All speakers have a 30-second grace period to wrap up once the red light or card appears.

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3. You might hear the following acronyms:

- TM Toastmaster, granted to every member when they first join a club.
- CC Competent Communicator, granted to every member who completes the Competent Communicator Manual which has 10 projects.
- AC Advanced Communicator, granted to every member who completes at least 2 Advanced Communication Manuals of 5 speeches each.
- CL Competent Leader, granted to every member who completes the Competent Leader Manual by fulfilling leadership activities during a meeting or serving the club.
- AL Advanced Leader, granted to every member who completes a sequence of leadership activities serving within the club and beyond the club.
- DTM Distinguished Toastmaster, granted to every member who completes the entire Toastmasters Communication and Leadership program. This person stays in Toastmasters to gain new skills and help others.

YOU ARE INVITED TO:

APPLAUD after the introduction of each participant and at the conclusion of the duty performed.

TELL the presiding officer about your perception of the meeting or tell the person who invited you.

JOIN the Club or continue to visit as often as you like. If you would like to join, contact any member of the club, or the member who invited you.