

DU SPEAKS

Roles / Script

Prior to the Meeting / Just Before the Meeting

Toastmaster:

- Know your line-up. Check the DU Speaks website to see which roles are filled and which ones, if any, are not. If a role is not filled, you can either email the whole club and solicit volunteers or confer with Grace and Aleks for their suggestions.
- You will want to create a theme for the meeting and be prepared to talk a little about why you choose the theme at the opening of the meeting. Your Grammarian and Table Topics Master also need to know the theme before the meeting so the Grammarian can pick a related “word of the day,” and your Table Topics Master will tie their table topic questions to the theme as well.
- We have two speakers per meeting. The Toastmaster introduces each speaker, so you need to prepare your intros before the meeting. The Toastmasters website should provide info on the title, which manual or pathway the speech is from, and the time of the speech. If one of the speakers failed to fill that part out on the website, email them and get it from them.
- Print out the meeting agenda directly from the website. Make 20 copies to be safe and encourage members to recycle the agendas after the meeting.

Grammarian:

- Select a word of the day that is related to the theme of the meeting. Be prepared to write the word and the definition on the white board before the meeting.

Table Topics Master:

- Put together about 7-10 questions that tie into the theme of the meeting. Just before the meeting starts, make a list of names of all members that do not have a role in the meeting. Call on each of those members during Table Topics. Do not ask for volunteers, all members that do not have a role should participate. After all members that do not have a role have answered a question, if time permits, ask each guest if they would like to try (guest names are written on the white board). Guest participation is encouraged, but optional. If a guest declines to participate, that is okay.

Sargent of Arms:

- Create a giant “U-Shape” with the tables and put a table in front of the “U” and put the lectern on top of that table, which now becomes the front of the room. Bring a dry erase marker and eraser in case the room doesn’t have one of each. Grace will bring the vote/feedback boxes, the club banner, Timer cards, gavel, and nametags. The Toastmaster brings copies of the agenda.

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Club Members:

- Help out with moving tables, greeting guests, and anything else needed. Put a nametag and go out of your way to chat with guests.

Evaluators:

- Make sure you know whose speech you are evaluating and get their speech objectives before the meeting starts. Although the Toastmaster will introduce each speaker, you will need to share the speaking objectives before your speaker speaks.

General Evaluator:

- You need to know who your two evaluators are as you'll be introducing them during the meeting. Also remember that you will be evaluating the whole meeting, from beginning to end, and need to keep running notes/feedback during the meeting.

Ah Counter:

- Create a list of names for everyone in the meeting. You'll want to keep track of all the "ums" and "ahs" for everyone in the meeting so you can provide that feedback at the end of the meeting. There is also a clicker (Grace should have it) so you can click it for all the "ums" and "ahs" (this gives the club a grand total) EXCEPT don't use it for the speeches. We don't want to distract the formal speeches.

Vote Counter:

- Your job is to tally the votes for best speaker, best evaluator and best table topics. Make sure you have a plastic container (Grace usually brings them) so you can pass it around the room for each of these three voting opportunities during the meeting. Then, tally the results after each and write the winners down on paper and give the list of all three winners to the Toastmaster after the Table Topics vote. If there is a tie, write both names down for that particular award.
- Also, you should have a plastic container for feedback for each speaker. Another aspect of your role is to pass around another plastic container for members and guest to put their feedback for each speaker. In order to avoid confusion for yourself, use a different container for each speaker's feedback. Then, after the meeting, give the feedback to each speaker. And lastly, members often like to provide written feedback for some of the other roles like Toastmaster, General Evaluator, Table Topics Master, etc. Should anyone want to write feedback for them, they'll give you the feedback and you'll need to pass it on to the appropriate person.

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The Meeting: Opening

1. Club President opens the meeting:

- a. Might mention some updates, administrative odds/ends.
- b. Asks guest to briefly introduce themselves and why they came.
- c. Introduces the Toastmaster.

2. Toastmaster:

- a. Shares the theme of the meeting.
- b. Asks members (by name) with roles to explain their roles briefly:
 - Timer
 - Grammarian
 - Ah Counter
 - Vote Counter
 - Table Topics Master
 - General Evaluator

Once this is complete, the Toastmaster moves on to the formal speeches.

Speeches

The Toastmaster formally introduces each speaker (see script below). However, just before he/she introduces the speaker, call on the evaluator to provide the speaker's objectives. Then, and only then, introduce the speaker.

The script is as follows:

First Speech Introductions (Red is the Toastmaster)

- *Our first speaker is Mary. Would Mary's evaluator share her objectives.*

Evaluator provides the objectives.

- *Today Mary's speech is from the _____ (manual / pathway) and is _____ minutes. The titled of her speech is _____.*

- *Please help me welcome Mary.*

(Toastmaster stays at the lectern until he/she shakes hands with the speaker).

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Mary gives her speech.

Toastmaster comes up and shakes hands again with the speaker.

- *Please take a minute to provide written feedback to Mary and place it in the plastic tray as it comes around.*

Wait 2-3 minutes

Second Speech Introductions

- *Our second speaker is Bob. Would Bob's evaluator share his objectives.*

Evaluator provides the objectives.

- *Today Bob's speech is from the _____ (manual / pathway) and is _____ minutes. The titled of his speech is _____.*

- *Please help me welcome Bob.*

(Toastmaster stays at the lectern until he shakes hands with the speaker).

Bob gives her speech.

Toastmaster comes up and shakes hands again with the speaker.

- *Please take a minute to provide written feedback to Bob and place it in the plastic tray as it comes around.*

Next is the Timers Report and Vote for Best Speaker

- *Would our timer please give a timer's report for both speakers.*
- *And now please vote for the best speaker" (assuming both qualify).*

Evaluations

The Toastmaster introduces the General Evaluator.

(Toastmaster stays at the lectern until he/she shakes hands with the GE).

- *Now it is time to evaluate the speaker. Please help me welcome our General Evaluator, _____.*

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Pointer for General Evaluator: Go up to the lectern and shake hands with the Toastmaster. All you do in this part is introduce the evaluator who will be evaluating the first speaker. When they are done, you will introduce the second evaluator.

(Purple is the GE)

- *I'd like to call on Robert to evaluate Mary.*

Evaluator #1 (Robert) stands at his seat and provides the evaluation for Mary.

Pointer for Evaluator(s): Consider following these steps when evaluating:
1) Highlight the positive and effective aspects of the speech. 2) Briefly address how well the speaker met his/her objectives. 3) Share 2-to-3 suggestions for next time, and 4) End with an overall positive comment.

- *Thank you, Robert.*
- *And our second evaluator is Cammy who will be evaluating Bob.*

Evaluator #2 (Cammy) stands at her seat and provides the evaluation for Bob.

- *Thank you, Cammy. May I have a timer's report for both evaluators. Assuming both qualified, "Please vote for the best evaluator and place your vote in the white tray going around."*

The Toastmaster comes up, shakes hands with the GE and then introduces the Table Topics Master.

Table Topics

Pointers for Table Topics Master: As mentioned, only call on members (by name) who do not have a role in the meeting. Try to save time so you can provide as many guests as possible with an opportunity to participate. Guests have the option to not participate.

Be sure to emphasize the time (must speak between 1-minute and 2.5 minutes) and the use of the "word of the day" in order to qualify for Best Table Topic award.

Also, you will want to finish table topics by 12:45pm at the latest.

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When it's close to 12:45pm, you need to wrap it up:

- 1) Ask the timer for a timer's report.
- 2) Ask the Grammarian who used the word of the day.
- 3) Ask members to vote for the best table topics person.

Wrapping Up the Meeting

The Toastmaster comes back up to the lectern and shakes hands with the Table Topics Master (before he/she sits down).

While the vote counter tallies votes...

Pointer for Toastmaster: You want to finish the meeting by 12:56 pm, leaving a couple of minutes for the Club President to ask guests to comment on how they enjoyed the meeting. If you are running late, emphasize brevity for the following reports. Also, stay at the lectern and have each person stand and report out from their seat.

- *I'd like to call on the Grammarian for a Grammarian's report.*

Pointer for Grammarian: Highlight key words or phrases that were used during the meeting and who used them. Be mindful of time. If you are running close to 12:50 pm, be very succinct and brief.

- *And now I'd like to ask the Ah Counter to give a report.*

Pointer for Ah Counter: Time permitting, read each name of anyone who spoke during the meeting and how many "ums" and "ahs" they each had. If you are tight for time, simply give the grand total for the whole club.

- *And lastly is the General Evaluator's report.*

Pointer for General Evaluator: Your role is to evaluate the meeting as a whole. Do not evaluate the speakers or give your opinion on their speeches. That's been done already. Key areas to address: 1) Flow of the meeting, 2) How well the Toastmaster orchestrated the meeting, 3) Other components that you liked or stood out, and 4) Any suggestions for a better meeting.

Leave 5-minutes for the Toastmaster to give out awards and bring the Club President up to close the meeting.

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Vote Counter gives the list of winners to the Toastmaster.

Toastmaster announce the winners and presents each with a ribbon. It's customary to save the Best Speaker for last.

Club President comes up, shakes hands with the Toastmaster, and wraps the meeting up.

Pointer for Club President: if time permits, ask the guest to comment on their impressions of the meeting and ask them to come back.

Questions? Contact Greg Giesen (greg.giesen@du.edu)