



Cast of Characters at a Green Heart Club Meeting

If this is your first Toastmasters meeting, it will be helpful to know the cast of characters. Other than the Presiding Officer, members have previously volunteered to fill these positions or meeting "roles". The following is a description of each.

Presiding Officer: The most senior ranking officer present; opens the meeting, introduces the Toastmaster of the Day, and conducts business at the end of the meeting.

Toastmaster of the Day: The Master Of Ceremonies; the Toastmaster introduces the various participants in the meeting and leads the meeting. This position is also called just Toastmaster.

Word of the day: Introduces a word, it's definition and uses, which will be used by the various speakers during their interventions at the meeting.

Table Topics Master: The table topics master helps members practice thinking on their feet. The TTM selects topics of general interest and asks questions of those in the audience (You may participate if you wish).

Ah Counter: Counts audible pauses such as "ah", "uh", "you know", "so" and "and".

Grammarians: Presents a word of the day, gives the definition, uses it in a sentence, and asks the audience to use it. Identifies grammatical errors. Praises participants for using words that evoke good mental images and for using the word of the day.

Timer: Because one of the purposes of Toastmasters is to ensure our members learn how to express a thought within a specific time, the timer times, records, and reports the time used by each table topic speaker, speaker, and evaluator.

Speakers: Typically there are two speakers in our Toastmasters meeting. Demo meetings typically only have one speaker. Each one gives a prepared manual speech, usually 5 to 7 minutes. Each speech has specific objectives that are listed in the Basic Manual (that's why it's called a manual speech).

Evaluators: The purpose of the evaluator is to motivate the speaker both to continue speaking and to improve. The evaluator lets the speaker know what areas he has excelled in, and also offers a few constructive suggestions to help the speaker improve.

General Evaluator: Provides constructive feedback on table topics and the meeting in general. The GE is in charge of the individual speech evaluators and calls for the reports by the Timer and the Grammarian.



The 10 Basic Manual Speeches and Objectives

Members in Toastmasters, are encouraged to complete the 10 manual speeches from the Communication Program manual. The speaker can pick the specific topic for each of those speeches and , each speech has several objectives. The manual and other materials given help achieve these objectives. We have listed them below so you can see the types of skills you will be striving to improve. Each speech's objectives build on the skills learned in the previous speeches, so it's very important to do them in order.

1 The Ice Breaker

TIME: 4 - 6 minutes • To begin speaking before an audience.

- To discover speaking skills you already have and skills that need some attention.

2 Organize Your Speech

TIME: 5 - 7 minutes • Select an appropriate outline which allows listeners to easily follow and understand your speech.

- Make your message clear, with supporting material directly contributing to that message.
- Use appropriate transitions when moving from one idea to another.
- Create a strong opening and conclusion..

3 Get to the Point

TIME: 5 - 7 minutes • Select a speech topic and determine its general and specific purposes.

- Organize the speech in a manner that best achieves those purposes.
- Ensure the beginning, body, and conclusion reinforce the purposes.
- Project sincerity and conviction and control any nervousness you may feel.
- Strive not to use notes.

4 How to Say It

TIME: 5 - 7 minutes • Select the right words and sentence structure to communicate your ideas clearly, accurately, and vividly.

- Use rhetorical devices to enhance and emphasize ideas.
- Eliminate jargon and unnecessary words. Use correct grammar.

5 Your Body Speaks

TIME: 5 - 7 minutes • Use stance, movement, gestures, facial expressions, and eye contact to express your message and achieve your speech's purpose.

- Make your body language smooth and natural..

6 Vocal Variety

TIME: 5 - 7 minutes • Use voice volume, pitch, rate, and quality to reflect and add meaning to your message.

- Use pauses to enhance your message.
- Use vocal variety smoothly and naturally.

7 Research Your Topic

TIME: 5 - 7 minutes • Collect information about your topic from numerous sources.

- Carefully support your points and opinions with specific facts, examples, and illustrations gathered through research.

8 Get Comfortable with Visual Aids

TIME: 5 - 7 minutes • Select visual aids that are appropriate for your message and the audience.

- Use visual aids correctly with ease and confidence.

9 Persuade With Power

TIME: 5 - 7 minutes • Persuade listeners to adopt your viewpoint or ideas or to take some action.

- Appeal to the audience's interests.
- Use logic and emotion to support your position.
- Avoid using notes.

10 Inspire Your Audience

TIME: 8 - 10 minutes • To inspire the audience by appealing to noble motives and challenging the audience to achieve a higher level of beliefs or achievement.

- Appeal to the audience's needs and emotions, using stories, anecdotes, and quotes to add drama.
- Avoid using notes.