




TOASTMASTERS INTERNATIONAL



GUIDELINES FOR ALL THE ROLE PLAYERS

CTM RULEBOOK



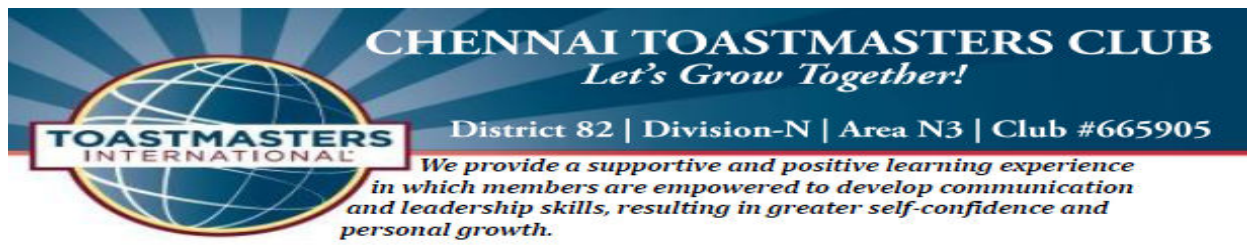
CHENNAI TOASTMASTERS CLUB
Let's Grow Together!

District 82 | Division-N | Area N3 | Club #665905

*We provide a supportive and positive learning experience
in which members are empowered to develop communication
and leadership skills, resulting in greater self-confidence and
personal growth.*

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TOASTMASTERS INTERNATIONAL

Toastmasters International is a non-profit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. Headquartered in Englewood, Colo., the organization's membership exceeds 357,000 in more than 16,600 clubs in 143 countries. Since 1924, Toastmasters International has helped people from diverse backgrounds become more confident speakers, communicators, and leaders.

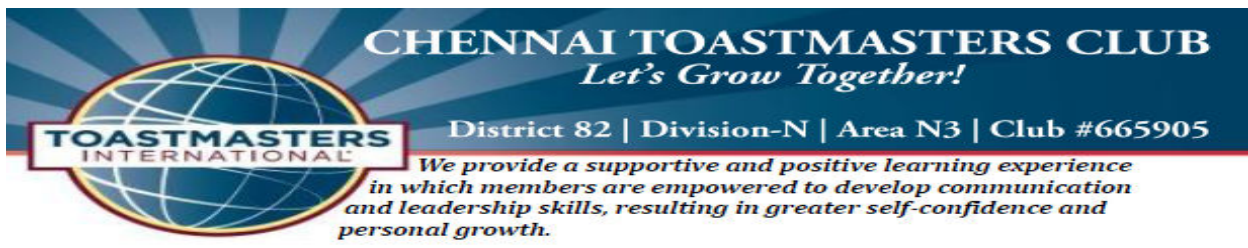
CHENNAI TOASTMASTERS CLUB (CTM)

CTM was chartered in the year 2005 as a community based club under Toastmasters International (TMI). CTM has been promoting communication and leadership skills across the demographic spectrum.

The Mission of CTM is to provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth. Towards this mission, since its charter, CTM has been instrumental in shaping the lives of hundreds of people across the demographic spectrum. CTM has and continues to support numerous other Toastmasters clubs in Chennai, earning it the sobriquet 'The Lighthouse Club' in the Toastmasters circles.

LIST OF CLUB MEETING ROLES

- Toastmaster of the Day
- Table Topics Master
- General Evaluator



- Prepared Speaker
- Table Topics Speaker
- Evaluator
- Quote/Joke Master
- Idiom Master
- Greeter
- Timer
- Ah-Counter
- Grammarian

CLUB MEETING ROLES

Toastmasters club meetings provide an opportunity for members to learn and practice communication and leadership skills by assuming a variety of roles. Each meeting role has a unique set of responsibilities and skills for you to explore. All the role players must try to come in formals for the club meeting.

TOASTMASTER OF THE DAY

Description:

Toastmaster of the Day is the person who hosts the entire meeting for the day.

Outcome:

Taking on this role improves organization, time management and public speaking skills.

Purpose:

The purpose of Toastmaster of the Day is to select a theme for a particular meeting and give facts related to the theme. He/she is also responsible for inviting the speakers and the role players to the stage.

Guidelines for Toastmaster of the Day:

- Acquire the meeting agenda from the Vice-President Education and ensure that all the speakers, evaluators and other role players are present.
- Get the introduction from the people who will be taking up the stage, so that you introduce them correctly.
- Work with the General Evaluator to ensure all club participants know their roles and responsibilities.
- Introduce the *Theme* to the audience and give facts related to the theme.
- Explain the various segments of the meeting to the Toastmasters & Guests.
- Call the Quote Master/ Joke Master and the Idiom Master in the introduction session. Also invite the General Evaluator to brief his/her role and the importance of evaluation, to the audience.
- In the first session (Prepared speech session), call the speakers one after the other as per the agenda. **Note:** Before calling the speaker on the stage, request the evaluator to read out the project objectives.
- Call the Speakers in the format:
NAME...TOPIC...TOPIC...NAME
- Ensure smooth transitions between speakers and the sessions.
- After the end of first session, ask the names of the qualified speakers, from the Timer. Ask the audience to vote for the BEST SPEAKER.
- In the second session (TT session), introduce the TT Master and hand over the session to him/her.
- In the third session (Evaluation session), invite the General evaluator and hand over the session to him/her.

- After the end of evaluation session, ask the audience to vote for the Best Person in the remaining fields (*Best JIG & BEST ROLE PLAYER*) and hand over the *ballot* to the SAA.
- Hand over the control to the Presiding officer after the conclusion of all the sessions.
- Sample agenda of the TMOD:
 - Introduce Quote/Joke Master
 - Introduce idiom/Rhetoric Master
 - Introduce General Evaluator
 - Introduce Timer
 - Introduce Ah-Counter
 - Introduce Grammarian
 - Introduce Prepared Speakers
 - Introduce TT Master for the TT Session
 - Introduce General Evaluator for the Evaluation Session
 - Hand over the control to Presiding Officer

TABLE TOPICS MASTER

Description:

The TT Master is the person who hosts the Table Topics Session (Impromptu session).

Outcome:

Taking on this role improves organization skills, time management and facilitation skills.

Purpose:

The purpose of TT Master is to give topics to the speakers and ask them to think extemporaneously and speak related to the topic spontaneously.

Guidelines for Table Topics Master:

- Select topics in advance of the meeting related to the theme or general topics.

- Try to avoid the prescribed Taboo topics, topics related to politics, sex & religion.
- After selecting the topics, pick the topics in random order and see that you are able to frame sentences and speak related to it for 1 to 2 minutes. Only then finalize them or else reject those topics. **Note:** The main objective is to motivate the people to speak and not to criticize them.
- Go through the agenda and find the time allotted for the TT Session. Call people accordingly so that the session doesn't get extended.
- When introduced by the TMOD, explain the purpose of the TT Session to the audience.
- Clearly explain the timings and request the Timer to demonstrate the timing signals.
- For example: The time allotted for the *TT Speaker* is 2-3 *minutes*. The green signal should be displayed at the 1st minute. The yellow signal should be displayed at 01:30 minutes. The red signal should be displayed at the 2nd minute. The buzzer sound should be given at 02:30 minutes. No other signal should be given when the speaker crosses the time of 02:30 minutes.
- Give first preference to the members who aren't assigned a speaking role. Try to avoid calling Speakers, Evaluators & other Role Players as they have already got the chance to participate and speak in the meeting. **Note:** The purpose of this session is to encourage all the attendees to actively participate in the meeting.
- Don't ask two people the same thing unless you specify that it is to generate opposing viewpoints.
- Invite most no. of guests to participate as this session is mainly aimed for the guests.
- After completing all the topics, ask the Timer to read out the names of the qualified TT Speakers. **Note:** Only the names of the qualified TT Speakers should be read and not the time taken. The names of disqualified TT Speakers should not be read.

- Request the audience to vote for the BEST TT SPEAKER in the *ballot* provided.
- Hand over the control to the TMOD.
- Sample agenda of the TT Master:
 - Explain about the session and the timings
 - Conduct Table Topics Session
 - Hand over the control to the TMOD

GENERAL EVALUATOR

Description:

General Evaluator is the person who ensures the quality of the meeting and provides useful suggestion and feedback. The Evaluation Session of the club meeting consists of three parts; the individual speech evaluator's report, the general evaluator's report & the TAG report.

Outcome:

Taking on this role improves critical thinking, organization, time management, motivational and team-building skills.

Purpose:

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team: the Speech Evaluators, Ah-Counter, Grammarian and Timer.

Guidelines for General Evaluator:

- Ensure that all the club meeting participants know their roles and responsibilities.
- Before the meeting, the General Evaluator should conduct a debriefing session. In this session, the GE should explain the

roles & responsibilities to all the Role Players, Speakers and Evaluators.

- Ensure that all the evaluators and TAG members are present. If not, speak to the VPE and get a backup.
- Get the introduction of the Evaluators and the TAG members, so that you can introduce them while requesting the reports from them.
- Explain the purpose and benefits of evaluations to the audience, in the introduction session, when called upon by the TMOD.
- In the introduction session of the club meeting, ask the TAG members to share their respective objectives/purpose.
- During the meeting, take notes on all club proceedings to evaluate things such as timeliness, enthusiasm, preparation, organization, performance of duties, etc.
- In the first part of the evaluation session, introduce the evaluators and ask them to evaluate the prepared speakers.
- In the second part of the evaluation session, give your own report (General Evaluator's report). Highlight all the good points observed throughout the meeting as well as the points that require improvement.
- **Note:** The role of General Evaluator is the most crucial and the most important one. This role demands the Toastmaster to be strict in his points as the quality of the club is of greater importance.
- As the General Evaluator, evaluate all the speakers, evaluators & other role players. Also evaluate the entire meeting in general (seating arrangements, display of timing devices, display of awards & ribbons, posters, air-conditioner, lightings, disturbances, etc.)
- In the third part of the evaluation session, introduce the TAG members and ask them to submit their detailed report.
- After the conclusion of all the three parts of the evaluation session, ask the audience to vote for the BEST EVALUATOR & BEST TAG.
- Hand over the control to the TMOD.

- Sample agenda of the General Evaluator:
 - Call for Speech Evaluator's report
 - Give the General Evaluator's report
 - Call for TAG report
 - Hand over the control to the TMOD

PREPARED SPEAKER

Description:

Prepared speaker is a Toastmaster who writes a script, practices it and presents it in front of the audience.

Outcome:

Taking on this role improves critical thinking, confidence and public speaking skills

Purpose:

Every speaker is a role model, and club members learn from one another's speeches. The speaker encourages and motivates the other members to give similar speeches.

Guidelines for Prepared Speaker:

- Select a path in the Base Camp of the Pathways and follow it regularly.
- Activate/ Launch a project and download all the materials related to the project. **Note:** Contact VPE and get all the doubts related to Pathways, cleared.
- Write the script and practice well. **Note:** Some resources suggest that a speaker should practice at least 20 times before giving a speech.
- Talk to VPE and schedule a date for presenting the speech in the club.
- Send the script to your Mentor and get the mistakes corrected from him if any.

- Arrive early to the club to make sure that you are comfortable with the stage usage. Arriving at the location early, makes us get used to it and it reduces the nervousness to a greater extent.
- Take the print out of the *Evaluation Resource* and hand it over to the respective Evaluator.
- Discuss your goals, strengths and weaknesses with your Evaluator prior to giving your speech.
- Be clear with the timings and the signals. Try to stick to the timings.
- Give the speech confidently and receive the feedback / suggestion from the Evaluator and implement those in the other speeches.

TABLE TOPICS SPEAKER

Description:

TT Speaker is a Toastmaster or Guest, who speaks for about 1 to 2 minutes on an impromptu topic when given by the TT Master. Table Topics typically begins after the prepared speech presentations.

Outcome:

Taking on this role improves confidence and impromptu speaking skills.

Purpose:

Table Topics is a long-standing Toastmasters tradition intended to help members develop their ability to organize their thoughts quickly and respond to an impromptu question or topic.

Guidelines for TT Speaker:

- Understand the timings and the signals, while the TT master explains them.
- Actively participate in the TT Session when called upon by the TT Master or actively volunteer to be the TT Speaker.

- Receive a topic from the TT Master and communicate in English related to the topic for 1 to 2 minutes.
- Your response should express your thoughts clearly and succinctly, lasting one to two minutes.
- **Note:** The main objective of this session is to drive out the stage fear. This can be achieved only by participating in the TT Session for many numbers of times.
- Apart from receiving the BEST TT SPEAKER AWARD; going to the stage, standing there for 2 minutes without shivering (out of fear), communicating in English related to the topic for about 1 to 2 minutes, gives confidence. This confidence gained is the actual award.

EVALUATOR

Description:

Evaluator is a Toastmaster who actively listens to the speech of a particular speaker and provides his/her valuable feedback/suggestion.

Outcome:

Taking on this role improves active listening, critical thinking and positive feedback skills.

Purpose:

Evaluation is the heart of the Toastmasters educational program. You observe the speeches and leadership roles of your fellow club members and offer evaluations of their efforts, and they do the same for you.

Guidelines for Evaluator:

- Talk to VPE and book the slot on which you want to evaluate a speaker.
- Ask those you've been assigned to evaluate, what they will present and what they wish to achieve.
- Acquire the Evaluation Resource from the target speaker.

- Read out the objectives of the target speaker's project, in the introduction session of the club meeting, when called upon by the TMOD.
- Provide objective verbal and written evaluations for speakers.
- When giving any evaluation, offer praise as well as constructive criticism.
- Summarize your entire evaluation so that the speakers can have takeaways for your evaluation.
- Hand over the Evaluation Resource with your comments, to the target speaker for him/her to refer, in the future.

QUOTE MASTER/JOKE MASTER

Description:

Quote master/Joke master is a person who gives the perfect start to the meeting by sharing the quote of a famous person or creating a jovial atmosphere by uttering a joke.

Guidelines for Quote/Joke Master:

- Contact VPE and book the date on which you want to deliver the quote or joke.
- Prepare a 2 minute explanation for a famous quote or any jovial incident or story that brings laughter.
- Send the script to your Mentor and get the mistakes corrected if any.
- Practice more than 10 times even for this 2 minute speech.
- Ensure the timings and the signals before the commencement of the meeting.
- During the club meeting, give the 2 minute speech confidently.

IDIOM MASTER

Description:

Idiom master is a person who shares the explanation of an idiom so that audience can have some takeaway.

Guidelines for Quote/Joke Master:

- Contact VPE and book the date on which you want to deliver the idiom.
- Prepare a 2 minute explanation of an idiom.
- Send the script to your Mentor and get the mistakes corrected if any.
- Practice more than 10 times even for this 2 minute speech.
- Ensure the timings and the signals before the commencement of the meeting.
- During the club meeting, give the 2 minute speech confidently.

GREETER

Description:

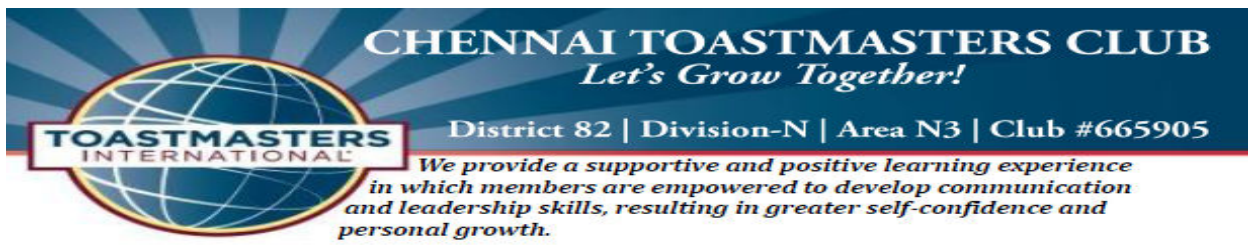
Greeter is a person who is responsible for welcoming the members and the guests.

Purpose:

The purpose of the Greeter is to provide warm welcome to the guests and the members and to hand over the copies of agenda.

Guidelines for Greeter:

- Arrive at the club early and collect the copies of agenda from the VPE.
- Welcome the members and guests.
- Accompany guests till they are seated.
- Introduce the guests to some of the Toastmasters.



- Hand over the copies of agenda and ballot to the members and guests.

TAG ROLES

TAG is a part of Evaluation Session and it stands for:

- T: Timer
- A: Ah-Counter
- G: Grammarian

These TAG members are the legs of the club meetings. A club meeting can reach its destination, of being called a successful meeting, only with the help of TAG members. This team takes care of the basic elements, such as, time, usage of filler words, grammar.

TIMER

Description:

Timer is one of the TAG roles and is a part of the Evaluation session.

Outcome:

Taking on this role improves time management skills.

Purpose:

One of the skills Toastmasters practice is expressing a thought within a specific time. The purpose of Timer is to note down the time taken by each speaker and the role players.

Guidelines for Timer:

- Arrive at the club before the time prescribed in the Pre-Agenda and get briefed about the role from the General Evaluator.
- Acquire the timing/signaling equipment and know how to operate it before the meeting starts.
- Acquire the Timer's log from the SAA and fill the meeting details in the appropriate sheet.

- Explain the objectives/purpose and the timing rules to the audience, when asked by the General Evaluator during the introduction session.
- Also demonstrate the timing signals to the speakers and audience.
- The green signal should be displayed when the speaker reaches the minimum time limit. The yellow signal should be displayed when the speaker reaches the intermediate time limit. The red signal should be displayed when the speaker reaches the maximum time limit.
- For example: The time allotted for the *Prepared Speaker* is 5-7 minutes. The green signal should be displayed at the 5th minute. The yellow signal should be displayed at the 6th minute. The red signal should be displayed at the 7th minute. The buzzer sound should be given at 07:30 minutes. No other signal should be given when the speaker crosses the time of 07:30 minutes. The time allotted for the *TT Speaker* is 2-3 minutes. The green signal should be displayed at the 1st minute. The yellow signal should be displayed at 01:30 minutes. The red signal should be displayed at the 2nd minute. The buzzer sound should be given at 02:30 minutes. No other signal should be given when the speaker crosses the time of 02:30 minutes.
- **Note:** The green signal should be in the air for the entire 1 minute. The yellow signal should be raised first and then the green signal should be lowered down. The same is for the red signal as well. The red signal should be raised and then the yellow signal should be lowered down.
- **Note:** Be attentive and switch on & off the lights whenever required.
- Throughout the meeting, listen carefully to each participant and signal them accordingly.
- After the conclusion of Prepared speech session, read out the names of all the qualified speakers, when asked upon by the TMOD. **Note:** Only the names of the qualified speakers to be

read, not the time taken. The names of the disqualified speakers should not be read.

- Similarly, read the names of the qualified TT Speakers & Evaluators after the respective sessions, when asked upon by the TT Master & General Evaluator respectively. **Note:** Only the names of the qualified speakers to be read, not the time taken. The names of the disqualified speakers should not be read.
- During the evaluation portion of the meeting, submit your report when called upon by the General Evaluator.
- Report the names of the Toastmasters, the roles played, the time allotted and the actual time taken by them.
- While reading the objectives & while submitting the final report, be loud enough so that everybody in the hall is able to hear.
- Care should be taken that the final report is read within the allotted time. As lengthy reports may bore the audience.

AH-COUNTER

Description:

Ah- Counter is one of the TAG roles and is a part of the evaluation session.

Outcome:

Taking on this role improves observational and listening skills.

Purpose:

The purpose of the Ah-Counter is to note any overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as *and*, *well*, *but*, *so* and *you know*. Sounds may be *ah*, *um* or *er*.

Guidelines for Ah-Counter:

- Arrive at the club before the time prescribed in the Pre-Agenda and get briefed about the role from the General Evaluator.

- Acquire the Ah-Counter's log from the SAA and fill the meeting details in the appropriate sheet.
- Explain the objectives/purpose of the Ah-Counter to the audience, when asked by the General Evaluator during the introduction session.
- In the Ah-Counter's log, record overlong pauses, overused words and filler sounds relied upon too often by all speakers. Examples include: *and, but, so, you know, ah, um, er.*
- During the evaluation portion of the meeting, submit your report when called upon by the General Evaluator.
- While reading the objectives & while submitting the final report, be loud enough so that everybody in the hall is able to hear.
- Care should be taken that the final report is read within the allotted time. As lengthy reports may bore the audience.

GRAMMARIAN

Description:

Grammarians is one of the TAG roles and is a part of the Evaluation session.

Outcome:

Taking on this role improves vocabulary, grammar, critical listening skills and evaluation skills.

Purpose:

The purpose of Grammarian is to note down the *good usages* as well as *not so good usages* and read the corrected sentence so that the members improve their grammar and vocabulary.

Guidelines for Grammarian:

- Arrive at the club before the time prescribed in the Pre-Agenda and get briefed about the role from the General Evaluator.
- Acquire the Grammarian's log from the SAA and fill the meeting details in the appropriate sheet.

- Introduce the 'Word of the day' and its usage. Also give an example showing how to use it in a sentence.
- Explain the objectives/purpose of the Grammarian to the audience, when asked by the General Evaluator during the introduction session.
- In the Grammarian's log, write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciations, grammatical mistakes, non-sequiturs, malapropisms, etc. *Example: "One in five children wear glasses" should be "one in five children wears glasses."*
- Note down the good usages as well as not so good usages.
- During the evaluation portion of the meeting, submit your report when called upon by the General Evaluator.
- Read out the names of the Toastmasters who have used the Word of the Day and those who have used Theme of the Day.
- Mention the good usages by revealing the names of the Toastmasters who have used it.
- Also mention not so good usages without revealing the names of the Toastmasters who have used it. **Note:** This platform is only to encourage people and not to criticize or discourage them. Read the corrected sentence.
- While reading the objectives & while submitting the final report, be loud enough so that everybody in the hall is able to hear.
- Care should be taken that the final report is read within the allotted time. As lengthy reports may bore the audience.