

Nashua-Hudson Toastmasters

Tips for Guests

Relax and enjoy the meeting! As a guest, the only time you will be asked to speak is during the Introductions portion at the beginning of the meeting. Please share your name and what brought you to a Toastmasters meeting. If you would LIKE to volunteer for the Table Topics, or provide feedback at the end of the meeting, we would love to hear from you.

Meeting Agenda

The doors open at 6:30pm and, after allowing a little time for socializing, the meeting kicks off at 6:45. It concludes at 8:30pm. Our agenda is fairly simple:

- After **Introductions** and opening words from the evening's Toastmaster, the first part of the meeting is reserved for members to deliver **Prepared Speeches**. Club members sign up for these spots prior to the meeting. There are usually 3 or 4 prepared speeches at each meeting and the subject matter varies greatly as each speaker chooses their own and most members select subjects that interest them, personally or professionally.
- Following a five minute break, the **Table Topics** portion of the meeting begins. This part of the meeting is a Toastmasters tradition and provides the opportunity to learn to "think on your feet". During this section, participants respond verbally to previously unknown questions. Responses last one or two minutes, each. Typically, there are 3-5 Table Topics questions presented at each meeting. *Guests are welcome* to participate in Table Topics, so feel free to volunteer.
- The latter part of the meeting is reserved for feedback. During the **Evaluation** portion of the agenda, you will hear constructive evaluations of the prepared speeches, as well as feedback on other aspects of the meeting.

The meeting ends with an open invitation for comments from the audience. You are welcome to share your feedback/impressions with the group at this time.

Role Descriptions

There are many supporting roles at our meetings, maximizing the number of opportunities for members to practice their speaking and leadership skills. These roles include:

Toastmaster

The Toastmaster is the Master of Ceremonies for the evening, ensuring that each role is effectively executed and managing the meeting to a timely conclusion.

Joke Master

Puts the audience in a pleasant frame of mind with an appropriate humorous joke or story.

Prepared Speaker

In one of the most important roles of the meeting, the prepared speakers serve as

the core of the meeting. Speeches are usually 5 to 7 minutes, but more advanced speeches can be as long as 10 to 15 minutes. When writing their speeches, speakers choose a subject about which they want to speak and then follow skill-building objectives defined by the Toastmasters' project manual in which they are working.

Timer

Helps us learn to create and deliver speeches that meet a time specification. Records the time duration of all prepared speeches, table topics, and evaluations. Presents a brief, verbal report of whether presentations were completed within their allotted times.

Table Topics Master

Prepares a series of topics for extemporaneous speeches by members, generally around a theme. Participants speak on a previously unknown topic for 1 to 2 minutes. Guests are encouraged to participate in table topics, but are more than welcome to get up and just introduce themselves to the club. Or if a guest truly prefers, they do not have to participate at all.

General Evaluator

Leads the evaluation portion of the meeting and evaluates the quality of the overall meeting, the evaluations and other major roles.

Speech Evaluator

Helps us improve our public speaking by providing verbal feedback for each of the prepared speakers. Observes a prepared speech, analyzes content and delivery for areas of strength and opportunities for improvement, and presents a 2-to-3-minute evaluation.

Quiz Master

The Quiz Master tests the listening skills of the audience by presenting several questions based on what various speakers said during the meeting.

Grammarian / Ah-Counter

Helps us expand vocabulary and awareness of language usage. Presents a "word of the day", which members try to use in any speaking role. Observes language usage throughout the night and reports on errors members make in grammar, pronunciation or word usage. Also, helps us eliminate those distracting, unprofessional "ahhs," "errs," and "umms" by counting verbal crutches and reporting total usage at the end of the meeting.

Common Toastmasters Acronyms

Communication Track

CC: Competent Communicator
ACB: Advanced Communicator Bronze
ACS: Advanced Communicator Silver
ACG: Advanced Communicator Gold

Leadership Track

CL: Competent Leader
ALB: Advanced Leader Bronze
ALS: Advanced Leader Silver
DTM: Distinguished Toast Master

We are glad you decided to come to a meeting of the Nashua-Hudson Toastmasters Club. You are welcome to visit as often as you like. If you have any questions about the club or are interested in joining, please ask one of the club officers. And, please, don't forget to sign our guest book!