

Put Your Theme Here!

District 50
Town North Division

Club 9872
Area 67

Addison Singles Toastmasters Club

Date _____

7:00 Call to Order

Inspiration and Pledge
Welcome

Sergeants at Arms - _____

_____ – VP Membership

7:05 Toastmaster of the Day _____

7:10 Introduction of Assistants

Grammarian _____ [always include award level]
Ah Counter _____
Timer _____
Vote Counter _____
Listener _____
Joke Master _____

7:15 Prepared Speakers

Speech #__ by _____ [name of] Manual [speech title]
_____ minutes

Speech #__ by _____ [name of] Manual [speech title]
_____ minutes

Speech #__ by _____ [name of] Manual [speech title]
_____ minutes

Timers Report
Vote for Best Speaker

7:40 Table Topics

[Name of Table Topics Master]

7:55 General Evaluation

[Name of General Evaluator]

Evaluating [Name of Speaker #1]'s Speech _____

Evaluating [Name of Speaker #2]'s Speech _____

Evaluating [Name of Speaker #3]'s Speech _____

Timers Report
Vote for Best Evaluator
Duty Holders' Report

8:10 Concluding Comments

[Name of Toastmaster]

8:15 Conclusion of Meeting

[Name of President or Presiding Officer]

Vote for big 3
Club Business
Introduction of Guests
Announcement of Winners

[Name of Vote Counter]

8:30 Adjourn

C&L Communication & Leadership Speaker's Workbook
CTM Competent Toastmaster - first level of accomplishment
ATM Advanced Toastmaster (Bronze, Silver, Gold)
DTM Distinguished Toastmaster
CL Competent Leader **AL** Advanced Leader

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[Name of Speaker]'s Objectives

CTM Manual – Speech #1 – Title: _____

- Objective #1: To begin speaking before an audience
- Objective #2: To help you understand what areas require particular emphasis in your speaking development
- Objective #3: To introduce yourself to your fellow club members
- Time: 4-6 minutes

[Name of Speaker]'s Objectives

CTM Manual – Speech #9 – Title: _____

- Objective #1: To present a talk that persuades the audience to accept your proposal or viewpoint.
- Objective #2: To achieve this persuasive effect by appealing to the audience's self-interest, building a logical foundation for agreement, and arousing emotional commitment to your cause.
- Time: 5-7 minutes

[Name of Speaker]'s Objectives

CTM Manual – Speech #1 – Title: _____

- Objective #1: To begin speaking before an audience
- Objective #2: To help you understand what areas require particular emphasis in your speaking development
- Objective #3: To introduce yourself to your fellow club members
- Time: 4-6 minutes

TIMING SCHEDULE

<u>Speech</u>	<u>Qualify</u>	<u>Green</u>	<u>Yellow</u>	<u>Red</u>	<u>Disqualify</u>
Speaker #1	3:30	4:00	5:30	6:00	6:30
Speaker #2	4:30	5:00	6:00	7:00	7:30
Speaker #3	3:30	4:00	5:30	6:00	6:30
Evaluators	1:30	2:00	2:30	3:00	3:30
Table Topics	1:00	1:00	1:30	2:00	2:30

Word of the Day:

[Template Example:] flirt

VERB: Inflected forms: **flirt-ed, flirt-ing, flirts**

INTRANSITIVE 1. To make playfully romantic or sexual overtures.

VERB: 2. To deal playfully, triflingly, or superficially with: *flirt with danger*.

3. To move abruptly or jerkily.

NOUN: 1. One given to flirting.

2. An abrupt jerking movement.

OTHER FORMS: **flirty** —ADJECTIVE

SYNONYMS: *flirt, dally, play, toy, trifle* These verbs mean to deal lightly, casually, or flippantly with someone or something: *flirted with the idea of getting a job; dallying with music; can't play with life; toyed with the problem; a person not to be trifled with.*