Grammarian Script and Log

When introduced by the Toastmaster, please state the following:

"Mr./Madam Toastmaster, fellow Toastmasters, and guests. As Grammarian, it is my responsibility to pay close attention to all speakers, listening carefully to their language usage. I'll take note of any misuses of the English language, as well as any outstanding words, quotes, sayings, or thoughts. As Grammarian, it is also my duty to introduce the Word of the Day.

- For today's meeting, the Word is _____, which means _____

  _____.

  [Display the Word of the Day at the front of the room.]
- An example of using the word is: _____

  _____.
- Each speaker is encouraged to use the Word of the Day.
- I will give a Word of the Day report and grammatical usage report when called upon during the meeting.

Thank you, Mr./Madam Toastmaster."

Grammarian Log **Date:** _____ **Word of the Day:** _____

List those who used the word of the day:

Improper Grammatical Uses/Suggestions for Improvements:

Name	Improper Use	Suggestions

List Quotes, Thoughts, Words, or Sayings that you Liked

Name	What did they say?

Timer Script and Log

When introduced by the Toastmaster, please state the following:

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. As Timer, I will time the Table Topics® speakers, formal speeches, and the evaluations. I will also alert each speaker of the time they have left, using the green, yellow, and red cards, which denote specific times remaining.

Table Topics Speakers should limit their remarks to no more than 2 minutes.

- At 1 minute, I will raise the green card.
- At 1 minute and 30 seconds, I will raise the yellow card.
- At 2 minutes, I will raise the red card.

Those giving speeches should limit their remarks to their specific speech times,

Ice Breaker speeches should be 4-6 minutes in length.

- At 4 minutes, I will raise the green card.
- At 5 minutes, I will raise the yellow card.
- At 6 minutes, I will raise the red card.

Most other speeches should be 5-7 minutes in length.

- At 5 minutes, I will raise the green card.
- At 6 minutes, I will raise the yellow card.
- At 7 minutes, I will raise the red card.

The individual evaluations should be between 2-3 minutes.

- At 2 minutes, I will raise the green card.
- At 2 minutes and 30 seconds, I will raise the yellow card.
- At 3 minutes, I will raise the red card.

Thank you Mr./Madam Toastmaster."

Timer Log **Meeting Date:**_____

Table Topics®

Name	Time	Within time (Y/N)

Prepared Speeches

Name	Speech Time Requirement	Actual Time	Within time (Y/N)

Evaluations

Name	Actual Time	Within time (Y/N)

Toastmaster of the Day Script and Checklist

When introduced by the President, please state the following:

"Mr./Madam President, fellow Toastmasters, and guests. Thank you for that wonderful introduction. As Toastmaster of the Day, it is my responsibility to introduce today's speakers. After the speeches have concluded, I will ask for the Timer's report, request ballots be passed to the Vote Counter, introduce the General Evaluator, ask the Ah-Counter for their report, ask the Grammarian for their report, and call on the Vote Counter for results. I will then return control of the meeting to the President before we conclude today.

Thank you, Mr./Madam President."

Before Meeting

- ☐ Were all speakers contacted and all speech titles obtained?
- ☐ Were members assigned meeting roles and made aware of their responsibilities?

At Meeting

- ☐ Did you ensure the Timer understood their duties?
- ☐ Did you ensure the Grammarian understood their duties?
- ☐ Did you ensure the Vote Counter understood their duties?
- ☐ Did you ensure the Ah-Counter understood their duties?
- ☐ Has the General Evaluator assigned Evaluators and obtained the names of all assigned meeting participants?
- ☐ Have you acquired a Speaker Introduction Form from all prepared speakers?

When Introduced

- ☐ Did you acknowledge the President's introduction and recognize your audience?
- ☐ Were the Timer, Grammarian, Vote Counter, and Ah-Counter introduced?
- ☐ Were all speakers properly introduced?

After Speeches

- ☐ Was the Timer introduced and did they give their report?
- ☐ Were ballots passed to the Vote Counter?
- ☐ Was the General Evaluator introduced so they could conduct the evaluation session?
- ☐ Was the Ah-Counter introduced and did they give their report?
- ☐ Was the Grammarian introduced and did they give their report?
- ☐ Were the results of balloting presented for the top speaker, most improved speaker, and best Table Topics® speaker (if your club gives these awards)?
- ☐ Was the gavel and control of the meeting returned to the President?

Ah-Counter Script and Log

When introduced by the Toastmaster, please state the following:

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. The purpose of the Ah-Counter is to note words and sounds that are used as a "crutch" or "pause filler" by anyone who speaks. During the meeting, I will listen for overused words, including *and, well, but, so,* and *you know.* I will also listen for filler sounds, including *ah, um,* and *er.* I will also note when a speaker repeats a word or phrase, such as "I, I" or "This means, this means." At the end of the meeting, I will report the number of times that each speaker used these expressions.

Thank you, Mr./Madam Toastmaster."

Ah-Counter Log

During the meeting, use the following table to mark down the filler words and sounds used by each speaker and then reference it when giving your report.

Name	Ah	Um	Er	Well	So	Like	But	Repeats	Other

Topicsmaster Script and Log

When introduced by the Toastmaster, please state the following:

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. The purpose of the Topicsmaster is to facilitate Table Topics®, where guests and members will have the opportunity to practice their impromptu speaking. I will introduce a topic and call on speakers, who will be given two minutes to speak on the subject.

Thank you Mr./Madam Toastmaster."

Topicsmaster Checklist

Today's meeting theme: _____

Topics: _____

Speaker's Name	Topic	Did they use the Word of the Day?

General Evaluator Checklist

When introduced by the Toastmaster, please state the following:

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. The purpose of the General Evaluator is to evaluate everything that takes place throughout the meeting. During the meeting, I will take notes on everything that happens and doesn't happen. I will evaluate each participant on the meeting program and look for good examples of preparation, organization, delivery, enthusiasm, observation, and performance of duties. At the end of the meeting, I will give my report.

Thank you, Mr./Madam Toastmaster."

Before Meeting

☐ Was the room and equipment set up on time?

☐ Were guests welcomed upon arrival?

☐ Were guests informed about Toastmasters and the meeting format?

Notes: _____

_____

Meeting Opening

☐ Was the presiding officer prepared and organized?

☐ Did the meeting start on time?

☐ Was everyone properly introduced?

☐ Was the Toastmaster properly introduced?

Notes: _____

_____

Toastmaster

☐ Did the Toastmaster fill all roles prior to the meeting starting?

☐ Did the Toastmaster introduce and explain the meeting's theme?

☐ Did the Toastmaster introduce the General Elevuator?

☐ Did the Toastmaster properly introduce the Topicsmaster?

Notes: _____

_____

General Evaluator

☐ Did the General Evaluator properly introduce the Grammarian?

☐ Was the Grammarian prepared and did they introduce their role within the allotted time?

☐ Did the Grammarian properly introduce the Word of the Day?

☐ Was the Word of the Day challenging, appropriate, and fitting for the theme of the meeting?

☐ Did the General Evaluator properly introduce the Timer?

☐ Was the Timer prepared and did they introduce their role within the allotted time?

☐ Did the General Evaluator properly introduce the Ah-Counter?

☐ Was the Ah-Counter prepared and did they introduce their role within the allotted time?

Notes: _____

_____

Topicsmaster

☐ Was the purpose and timing of Table Topics® properly explained?

☐ Was the topic selected appropriate and did it fit the meeting theme?

☐ Did the Topicsmaster call on people who did not have a meeting role first during Table Topics?

☐ Were guests invited to participate?

☐ Did the Topicsmaster track time to ensure the meeting stayed on schedule?

☐ Was control properly returned to the Toastmaster?

Notes: _____

_____