



We The Speakers

Worksheet Instructions

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Purpose

This document consolidates all worksheet/log instructions, thus replacing the instructions that were included in the file for each worksheet/log. This serves a two-fold purpose. First, the member may now download a single reference which provides instructions for the various evaluation team roles. Second, the club reduces document reproduction costs, as it can now make available multiple copies of the worksheets and logs for those last-minute volunteers who did not bring them or do not have them, but only has to have at the meeting a *single* copy of each set of instructions, expecting those as a per-meeting resource to be returned to the files for use at subsequent meetings.

How to Use

When you volunteer to fill a role, prepare yourself to properly and adequately serve in that role. How? Download and save this document to your computer, so that you will have the role's instructions in advance, to familiarize yourself with its expectations. A copy of each role's instructions will be present at the welcome table, so you need not print and bring them to the meeting at which you serve, but please plan to download, print, and bring the needed worksheet or log. At the end of the meeting, the instructions are returned to the Meeting Greeter and the worksheet or log may be discarded.

WE THE SPEAKERS, Club #9376 AH-COUNTER INSTRUCTIONS

Introduction - The purpose of the Ah-Counter is to note words and sounds used as a "crutch" or "pause filler" by anyone who speaks during the meeting. Words may be inappropriate interjections such as "and, well, but, so, you know." Sounds may be "ah, um, er." You should also note when a speaker repeats a word or phrase such as "I, I" or "This means, this means."

Prior to the meeting - Access the needed resources and be familiar with your role. All resources are available via links on the Meeting Roles page and via the Member Downloads section of the club's FreeToastHost system. Obtain the **Ah-Counter role description card** from the meeting greeter, or by downloading the Meeting Roles cards file and printing it out. Download the **Ah-Counter's Log** and print it out. If you are a last-minute volunteer, ask the Meeting Greeter for these helpful resources.

Upon arrival at the meeting - Copy from the meeting agenda to the Ah-Counter's Log the names of the participants so you may identify people by name in your report.

During the meeting - When called on by the General Evaluator to provide a brief explanation of your duties, do so using the Ah-Counter role description card.

Throughout the meeting, listen to everyone for "crutch" sounds and long pauses used as fillers and not as a necessary part of sentence structure. Note how many "crutch" sounds or words each person used during all portions of the meeting.

When called on by the General Evaluator during the evaluation segment, stand by your chair and give your report.

After the meeting - Return the Ah-Counter role description card to the Meeting Greeter.

WE THE SPEAKERS, Club #9376 GENERAL EVALUATOR INSTRUCTIONS

Introduction - The General Evaluator is just what the name implies--an evaluator of anything and everything that takes place throughout the meeting. The responsibilities are large, but so are the rewards. As General Evaluator you are responsible to the Toastmaster, who will introduce you early in the meeting to have your evaluation team members explain their roles, and later in the meeting to have those team members share their evaluations and reports. At the conclusion of the evaluation segment of the meeting you will return control to the Toastmaster. You are responsible for the evaluation team, which consists of the Prepared Speech Evaluators, Ah-Counter, Grammarian/Word Master, and Timer. The usual procedure is to have one evaluator for each major speaker, but alternatives exist, such as a round robin evaluation.

Prior to the meeting - Access the needed resources and be familiar with your role. All resources are available via links on the Meeting Roles page and via the Member Downloads section of the club's FreeToastHost system. Obtain the **General Evaluator role description card** from the meeting greeter, or by downloading the Meeting Roles cards file and printing it out. Download the **General Evaluator's Worksheet** and print it out. If you are a last-minute volunteer, ask the Meeting Greeter for these helpful resources.

Check with the Toastmaster to find out how the program will be conducted and if there are any planned deviations from the usual meeting format. Remember, always be ready when the meeting starts.

Contact all of the evaluators to brief them on their job and to tell them whom they're evaluating. Suggest each evaluator call his or her speaker to talk over any special evaluation requirements suggested in the project, or any special requests from the speaker for the speech. During this briefing, emphasize that evaluation is a positive, helping act. As conscientious Toastmasters, their goal must be to help fellow Toastmasters develop their skills. Emphasize that evaluations should preserve or at least enhance the self-esteem of the speaker. Make them aware of the **evaluation worksheets** available via the Member Downloads section of the club's FreeToastHost system. These provide alternative means of sharing a prepared speech evaluation, though the Pathways project evaluation resource should always be prepared and given to the speaker for educational credit.

Contact the remaining members of the evaluation team to remind them of their assignments.

Upon arrival at the meeting - Ensure the individual prepared speech evaluators have the proper evaluation form and understand the project/speech objectives and how to evaluate accordingly.

Greet all prepared speech evaluators who are present. If a prepared speech evaluator is not present, consult with the Vice President Education and arrange for a substitute.

Verify each speaker's time and notify the Timer.

Sit near the back of the room to allow yourself full view of the meeting and its participants.

During the meeting - Take notes on everything that happens (or doesn't but should). For example: Is the club's property (trophies, banner, educational material, etc.) properly displayed? If not, why? Were there unnecessary distractions that could have been avoided? Did the meeting, and each segment of it, begin and end on time?

Cover each participant on the agenda. Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. Remember, you are not to reevaluate the speakers, though you may wish to add something that the evaluator may have missed.

Early in the meeting you will be asked by the Toastmaster to introduce your team. Identify the Ah Counter, Grammarian/Word Master, and Timer, asking these members to stand at their seat and briefly state the purpose of their job. Provide a brief explanation of your duties using the General Evaluator role description card.

Note: The Grammarian does not provide the "Word of the Day" during the role description, but shortly thereafter when the Toastmaster calls the Grammarian to the front of the room specifically for that purpose.

When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each speech evaluator. After each recitation, thank the evaluator for his or her efforts. Proceed next to call on the Timer, Ah-Counter, and Grammarian/Word Master for their reports. Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

After the meeting - Return the **General Evaluator role description card** to the Meeting Greeter.

WE THE SPEAKERS, Club #9376 GRAMMARIAN INSTRUCTIONS

Introduction - Being Grammarian is truly an exercise in expanding your listening skills. You have two responsibilities: To comment on the use of the English language during the course of the meeting, and to provide examples of good grammar and word usage.

Prior to the meeting - Access the needed resources and be familiar with your role. All resources are available via links on the Meeting Roles page and via the Member Downloads section of the club's FreeToastHost system. Obtain the **Grammarian role description card** from the meeting greeter, or by downloading the Meeting Roles cards file and printing it out. Download the **Grammarian's Worksheet** and print it out. If you are a last-minute volunteer, ask the Meeting Greeter for these helpful resources.

During the meeting - When called on by the General Evaluator to provide a brief explanation of your duties, do so using the Grammarian role description card.

Throughout the meeting, listen to everyone's word usage. Write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) with a note of who erred. It is helpful to provide detail about and the context in which the transgression occurred.

When called on by the General Evaluator during the evaluation segment, stand by your chair and give your report. Try to offer the correct usage in every instance where there was misuse instead of only explaining what was wrong. Report on creative language usage.

After the meeting - Return the Grammarian role description card to the Meeting Greeter.

WE THE SPEAKERS, Club #9376
GRAMMARIAN/WORD MASTER INSTRUCTIONS

Introduction

Being Grammarian/Word Master is truly an exercise in expanding your listening skills. You have three responsibilities: To comment on the use of the English language during the course of the meeting, to provide examples of good grammar and word usage, and to introduce new words to members.

Prior to the meeting - Access the needed resources and be familiar with your role. All resources are available via links on the Meeting Roles page and via the Member Downloads section of the club's FreeToastHost system. Obtain the **Grammarian/Word Master role description card** from the meeting greeter, or by downloading the Meeting Roles cards file and printing it out. Download the **Grammarian's Worksheet** and **Word Master's Worksheet** and print them out. Download and open the **Word Master Template** file to prepare "Word of the Day" sheets for posting at the front and rear of the meeting room and/or generate "Word of the Day" slips to give to attendees. If you are a last-minute volunteer, ask the Meeting Greeter for these helpful resources (except the Word Master Template).

Select a "Word of the Day," which should be a word that will help members increase their vocabulary--a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves. An adjective or adverb is suggested since they are more adaptable than a noun or verb, but feel free to select your own special word. On the Word Master's Worksheet, record the word, its part of speech (adjective, adverb, noun, etc.), a brief definition, and a sentence showing how the word is used.

Upon arrival at the meeting - Place your visual aid(s) at the front (and back) of the room where they can be seen by all. Distribute the handout slips to attendees.

During the meeting - When called on by the General Evaluator to provide a brief explanation of your duties, do so using the Grammarian/Word Master role description card.

When called on by the Toastmaster to announce the "Word of the Day," state the word, share its part of speech, define it, use it in a sentence, and ask that anyone speaking during any part of the meeting use it.

As Grammarian, listen throughout the meeting to everyone's word usage. Write down any awkward use or misuse of the language (incomplete sentences, sentences that change direction in midstream, incorrect grammar, malapropisms, etc.) with a note of who erred. It is helpful to provide detail about and the context in which the transgression occurred.

As Word Master, note throughout the meeting on the Word Master's Worksheet who used the "Word of the Day" (or a derivative of it), and whether it was used correctly or incorrectly.

When called on by the General Evaluator during the evaluation segment, stand by your chair and give your report. Try to offer the correct usage in every instance where there was misuse instead of only explaining what was wrong. Report on creative language usage. Announce who used the "Word of the Day" (or a derivative of it) correctly or incorrectly, preferably providing helpful context; that is, what was the surrounding language when the word was used?

After the meeting - Return the Grammarian/Word Master role description card to the Meeting Greeter.

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LISTENER INSTRUCTIONS

Introduction - The Listener helps attendees enhance their listening skills by, in a competitive format, seeing how well they listened to each speaker.

Prior to the meeting - Access the needed resources and be familiar with your role. All resources are available via links on the Meeting Roles page and via the Member Downloads section of the club's FreeToastHost system. Obtain the **Listener role description card** from the meeting greeter, or by downloading the Meeting Roles cards file and printing it out. Download the **Listener's Worksheet** and print it out. If you are a last-minute volunteer, ask the Meeting Greeter for these helpful resources.

During the meeting - When called on by the General Evaluator to provide a brief explanation of your duties, do so using the Listener role description card.

Throughout the meeting, write down one to two questions per speech (both the prepared and Table Topics speeches). Later in the meeting you will ask the audience your questions to evaluate how well they were listening. We do this because a good Toastmaster is also a good listener. Remember to also write down the answers to your own questions!

When called on by the general evaluator during the evaluation segment, stand by your chair and proceed with asking your prepared questions to evaluate everyone's listening skills. Share the source (which speech), your question, and the answer and name of the first person correctly answering. This report should last no more than three to five minutes.

After the meeting - Return the Listener role description card to the Meeting Greeter.

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TABLE TOPICSMASTER INSTRUCTIONS

Introduction - The Topicsmaster delivers the Table Topics portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting. As Topicsmaster, you select topics that allow speakers to offer opinions, and give members and guests the opportunity to speak during the meeting by assigning impromptu talks on non-specialized themes or topics.

Prior to the meeting - If there is a meeting theme, plan to incorporate it into the Table Topics questions. Consult helpful resources, linked on the Meeting Roles page of the club's site, regarding appropriate Table Topics questions.

Find out who the prepared speakers, evaluators, general evaluator, and Toastmaster are so you can call on the other members first. Only if time permits at the end of the Table Topics session should you call on major program participants. See the **Topicsmaster Prioritized List** document.

Keep your comments short. Your job is to give others a chance to speak, not to give a series of mini-talks yourself.

During the meeting - When introduced by the Toastmaster, briefly state the purpose of the Table Topics session then set the stage for your Table Topics program. Keep your remarks brief but enthusiastic. If there is a "Word of the Day," encourage speakers to use it in their responses.

Implement one or both recommended speaker selection methods as described below, but regardless, *call on* people rather than asking for volunteers.

- 1) State the question briefly, then call on a respondent. This serves two purposes: First, it holds everyone's attention--each one is thinking of a response should he or she be called on to speak; and second, it adds to the value of the impromptu element by giving everyone an opportunity to improve his or her "better listening and thinking" skills.
- 2) Call someone to the lectern first, and then ask the question.

Call on speakers at random. Avoid going around the room in the order in which people are sitting. Give each participant a different question. Don't ask two people the same thing unless you ask each specifically to give the "pro" or "con" side.

Watch your total time! Check the printed agenda for the total time allotted to Table Topics and adjust the number of questions to end your segment on time. Even if your portion started late, try to end on time to avoid the total meeting running overtime.

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TIMER INSTRUCTIONS

Introduction - One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The Timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the club clearly and precisely. This exercise is an excellent opportunity in practicing communicating instructions--something that we do every day.

Prior to the meeting - Access the needed resources and be familiar with your role. All resources are available via links on the Meeting Roles page and via the Member Downloads section of the club's FreeToastHost system. Obtain the **Timer role description card** from the meeting greeter, or by downloading the Meeting Roles cards file (contains role description cards for Ah-Counter, General Evaluator, Grammarian, and Timer) and printing it out. Download the **Timer's Worksheet** and print it out. If you are a last-minute volunteer, ask the Meeting Greeter for these helpful resources.

Confirm scheduled program participants with the Toastmaster and general evaluator. Confirm time required for each prepared speech with the speakers.

Upon arrival at the meeting - Get timing equipment from the Sergeant at Arms. Be sure you understand how to operate the stopwatch and signal device, and make certain that timing equipment works.

Sit where the signal device can be seen easily by all speakers.

During the meeting - When called on by the General Evaluator to provide a brief explanation of your duties, do so using the Timer role description card. Explain the timing rules and demonstrate the signal device.

Throughout the meeting, signal each program participant, using the green signal to indicate the speaker has reached the minimum allotted time, the yellow signal to indicate the speaker has reached the halfway point between the minimum and maximum allotted times, and the red signal to indicate the speaker has reached the maximum allotted time. In addition, you might wish to signal meeting leaders such as the Table Topicsmaster with the red signal when they have reached their allotted or agreed-upon time.

Record each participant's name and time used. When called to report by the General Evaluator, stand by your chair and announce each speaker's name and the time taken.

After the meeting - Return the **Timer role description card** to the Meeting Greeter. Return the stopwatch and timing signal device to the Sergeant at Arms.

WE THE SPEAKERS, Club #9376 VOTE COUNTER INSTRUCTIONS

Introduction - The Toastmaster of the meeting will call on you early in the meeting to explain the voting procedure. The vote counter is the member responsible for collecting the ballot slips and tallying the votes for best Table Topics speaker. You should explain your duties and report to the Club clearly and precisely.

Prior to the meeting - Download the Vote Counter's Log from the Member Downloads section of the club's FreeToastHost system and print it out.

Upon arrival at the meeting - Obtain from the Sergeant at Arms the cup or other vessel used to collect the votes.

During the meeting - When introduced, explain the voting procedure.

At the conclusion of Table Topics, collect from participating attendees their ballot slip. Return to your seat and tally the votes for later presentation, recording each participant's name and his/her vote total.

When called on to report by the Toastmaster, stand by your chair and announce by name the participant with the greatest number of votes. After you announce a vote result the Toastmaster will lead applause in recognition of the first and second place winners.

After the meeting - Return the the cup or other vessel used to collect the votes to the Sergeant at Arms.

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WORD MASTER INSTRUCTIONS

Prior to the meeting - Access the needed resources and be familiar with your role. All resources are available via links on the Meeting Roles page and via the Member Downloads section of the club's FreeToastHost system. Obtain the **Word Master role description card** from the meeting greeter, or by downloading the Meeting Roles cards file and printing it out. Download the **Word Master Worksheet** and print it out. Download and open the **Word Master Template** file to prepare "Word of the Day" sheets for posting at the front and rear of the meeting room and/or generate "Word of the Day" slips to give to attendees. If you are a last-minute volunteer, ask the Meeting Greeter for these helpful resources (except the Word Master Template).

The "Word of the Day" should be a word that will help members increase their vocabulary--a word that can be incorporated easily into everyday conversation but is different from the way people usually express themselves. An adjective or adverb is suggested since they are more adaptable than a noun or verb, but feel free to select your own special word.

On the Word Master's Worksheet, record the word, its part of speech (adjective, adverb, noun, etc.), a brief definition, and a sentence showing how the word is used. Next, prepare your visual aids. At a minimum, this should be two sheets of paper displaying the Word of the Day in large letters. One sheet is displayed so speakers can see it while at the front of the room, the other is displayed so attendees can see it while seated. The Word Master Template file will assist you in preparing these on either letter- or legal-size paper. That file also contains Word of the Day handout slips which you can use in addition to or in lieu of the visual aid posted for attendees to see while seated.

Upon arrival at the meeting - Place your visual aid(s) at the front (and back) of the room where they can be seen by all. Distribute the handout slips to attendees.

During the meeting - When called on by the General Evaluator to provide a brief explanation of your duties, do so using the Word Master role description card. When called on by the Toastmaster to announce the "Word of the Day," state the word, share its part of speech, define it, use it in a sentence, and ask that anyone speaking during any part of the meeting use it.

Note throughout the meeting on the Word Master's Worksheet who used the Word of the Day (or a derivative of it), and whether it was used correctly or incorrectly.

When called on by the General Evaluator during the evaluation segment, stand by your chair and give your report. Announce who used the "Word of the Day" (or a derivative of it) correctly or incorrectly, preferably providing helpful context; that is, what was the surrounding language when the word was used?

After the meeting - Return the Word Master role description card to the Meeting Greeter.