



# Sergeant at Arms

## Guide Sheet

**Objective:** To introduce the rules of the meeting and begin the meeting on time.

### **RULES:**

- 1) *Please do not talk during speeches. Comments should be kept for general feedback. There will be no interruption while a member is on the stage.*
- 2) *Use the staff washrooms, located down the hall and to the left.*
- 3) *Avoid inappropriate comments.*
- 4) *Please keep quiet during the break.*
- 5) *Stack your own chair at the end of each meeting.*
- 6) *Please leave your name tag at the front table and sign out with your parents at the door before you leave.*



# Timer

## Guide Sheet

**Objectives:** To record the times for speeches, and Table Topics.

Provide a brief report on all the “times” recorded. Notify the Toastmaster/Table Topics™ Master of going unreasonably overtime.

**Equipment:** Digital Timer, Tri-Color Sliders (*Green*, *Yellow*, and *Red*), and a Bell.

**Seating:** First row, Center table

### SPEECH TIMES:

- 1) *Green* – 5:00 (5-Minutes)
- 2) *Yellow* – 6:00 (6-Minutes)
- 3) *Red* – 7:00 (7-Minutes)
- 4) *Cut-Off* – 7:30 (7-Minutes and 30 Seconds)

### TABLE TOPICS TIMES:

- 1) *Green* – 1:00 (1-Minute)
- 2) *Yellow* – 1:30 (1-Minute and 30 Seconds)
- 3) *Red* – 2:00 (2-Minutes)
- 4) *Cut-Off* – 2:30 (2-Minutes and 30 Seconds)



# Grammarian

## Guide Sheet

**Objectives:** Pick a **Word of The Day** for the members to use and report on the word's usage at the end of the meeting.

Note and report on interesting words, sentences, and phrases used by speakers.

**Equipment:** Word of The Day sheet, Cue card

### WORD OF THE DAY GUIDELINES:

- 1. Must be under ten characters in length*
- 2. Should be easily pronounceable by members*
- 3. Don't use old/unnecessarily complicated words*
- 4. Be creative!*



# Filler Word Counter

## *Guide Sheet*

**Objectives:** Tally the amount of filler words said by all members on the stage and report them at the end of the meeting.

**Equipment:** Cue Card(s)

### **GUIDELINES:**

*1. Only count filler words spoken by the member on the stage at the time.*

*2. Filler words are overused and meaningless words such as:*

*Um, like, ah, so, you know.*

*Feel free to decide what else counts as a filler word or phrase.*

*20+ filler words can be said as “many” or “several”.*



# Evaluator

## Guide Sheet

**Objective:** Evaluate a speaker (#1, #2, or #3) and Table Topics using **GLOVE**.

**Method:** In **bullet-point format**, list the strengths, weaknesses, and suggested improvements for a specific speaker on an evaluation sheet or cue card.

**Equipment:** Evaluation Sheet/Cue Cards

### Speaker Evaluation:

**[Evaluate your assigned speaker only!]**

### Table Topic Improvisation Evaluation:

- **Table Topic Evaluator #1 (Odds):** \*1, 3, 5, 7, 9, ... etc.
- **Table Topic Evaluator #2 (Evens):** \*2, 4, 6, 8, 10, ... etc.

### GLOVE Method Guideline:

**G**estures: What are some notable gestures and facial expressions they used?

**L**anguage: What are some unique words they used?

**O**rganization: Did they use transition words? How was the flow?

**V**ocal Variety: How did their tone and volume change throughout the speech?

**E**nthusiasm: How did they use their emotions?