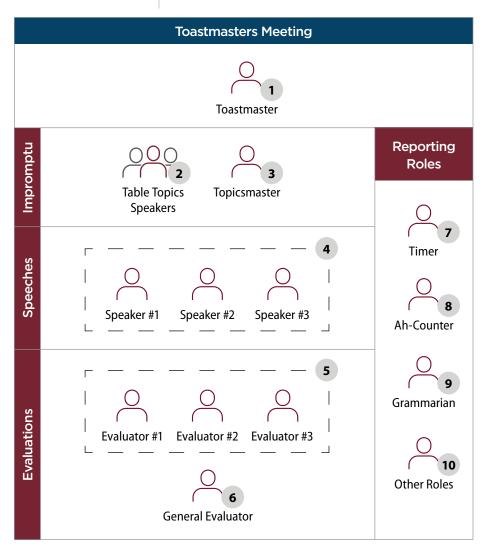


## **Anatomy of a Toastmasters Meeting**



## **Description**

- 1 The Toastmaster is the meeting's host and director.
- Table Topics Speakers are guests or members without a meeting role that are looking to improve their impromptu speaking skills.
- The Topicsmaster runs the Table Topics® section of the meeting. They choose participants and select topics for each speaker.
- Members plan and write five- to seven-minute speeches that they deliver during club meetings.
- **5** Evaluators provide verbal and written feedback on speeches. Each speaker has an evaluator.
- The General Evaluator provides feedback on the overall meeting, the evaluations given by the evaluators, and offers areas of improvement.

- 7 The Timer times speeches, Table Topics, and evaluations and provides a report at the end of the meeting.
- The Ah-Counter counts filler words each speaker uses and reports on them at the end of the meeting.
- **9** The Grammarian chooses a word of the day and helps speakers improve their grammar and vocabulary.
- Some clubs have their own unique meeting roles. Ask a club officer about what these roles are and how you can fill them!