Introduction

Good evening [Address all district officers formally with TM titles in descending order of seniority unless there are more than 3 officers in which we can just shorten it to “District Officers”], Club President, fellow toastmasters and friends, welcome to Money Mastery Singapore Toastmasters Club!

My name is [TME Name] and I am honoured to be your Toastmaster of the Evening.

This is the part where I believe each TME has their unique way and style to introduce the overview of the programme for the night. Highlight any thing that is special or of interest like advanced speeches etc. Take this opportunity to interact with the audience first to bring the energy up and to warm the stage.

An Example:

Can I have a show of hands again how many of you here are new to toastmasters?
Thank you!

For the benefits of the guests here, I shall briefly explain the function and the program of tonight’s meeting.

A toastmasters club is a club where members get together to practice their public speaking and communication skills.

At Money Mastery, we provide a safe and warm environment where members provide mutual support, feedback and encouragement to facilitate the learning process.

A typical toastmasters club meeting consists of 2 main parts:

- First, the prepared speech session (where feedback will be given to the speakers later by speech evaluators)
- Second, the table topics session (also known as impromptu speeches, which trains you to think on the feet to speak for 1 – 2 minutes)

The following section is quite standard but you can still do it in different ways to introduce the various appointment holders formally but with a touch of your own flair.

Next, I am going to introduce some appointment holders tonight. Please keep your applause until the end of my introduction.

Assisting me tonight to kick-start tonight’s programme is our dynamic SAA, [TM Title, Name] whom you have already met earlier. To help keep track of the time for our speakers, we have [TM Title, Name] who is sited in front here. Beside him/her is [TM Title, Name], who will be taking video of tonight’s proceedings. Our photographer, [TM Title, Name]
Title, Name, will be going around to capture wonderful moments of this event so please give a big smile when you see him/her pointing a camera at you. Last but not least, we have [TM Title, Name], our Ah-Counter who will be keeping track of all the pause fillers used by our speakers. He/She will let you know if you have used a lot of “err...okay...alright...actually....” in your speech.

If you have a Language Evaluator, you can include his/her introduction above.

Let’s put our hands together for these appointment holders.

If you have a Language Evaluator, introduce him/her now to give the Word of the Day.

To get the programme going, I shall invite our Language Evaluator to share with us the Word of the Day. Let’s welcome [TM Title, Name].

Thank you [Name] for the Word of the Day.

I shall now invite our Club President to give us her opening address. Let’s welcome, CC, Chai Pei Shan.

The above method of introducing somebody before he or she steps onto the stage is what I have found to be most effective and efficient: using the least words to achieve the desired results. Very often, when the introduction is long and clumsy, the audience will start to applause before the name is read. This will result in the applause drowning out the voice of the TME. As TME, you must be very conscious of not letting the audience’s applause drown you out at any point when you speak on stage.

Thank you Pei Shan for sharing with us... [Give your impromptu comments]
Prepared Speeches Session

Next is the prepared speeches segment. This is one of the most important segments in a normal chapter meeting.

In Money Mastery, we have a unique tradition of giving all our prepared speeches speakers a 10 seconds standing ovation after the end of each speech. So please raise and give your thunderous applause later for each speaker after they have delivered their speeches.

We give them standing ovations because we understand that it takes time and effort to prepare a speech, and it certainly takes courage to deliver it in front of so many people here tonight.

For the speakers, please remain [on stage/in front] to receive your standing ovation.

In this segment, the audience will get the chance to vote for the best speaker and the speakers themselves will get valuable feedback from their evaluators later.

The Prepared Speeches

Our first speaker this evening will be delivering his/her [Project #, Name of Project], from the [Competent Communication / Advanced Communication Series] manual.

Common mistake is to say “Competent Communicator manual” or “Basic manual”.

Can I invite the Evaluator, [TM Title, Name], to share with us the project objectives?

The time allocated for this speech is 5 – 7 min (unless it is P1 or some advanced projects)

At the 5th minute, the green light will be shown.
At the 6th minute, the amber light will be shown.
At the 7th minute, the red light will be shown.

I like to use the word “shown” because it is applicable if we use timing lights or cards. It sounds natural and it is easier to pronounce than “switched on” or “lit”.

The speaker will then be given 30 seconds to end his/her speech before the bell is rung.

Sometime we may say 30 minutes instead of 30 seconds accidentally if not careful!
The title of the speech is [Speech Title] (pause) [Speech Title]

I have found that it is useful to repeat the speech title especially if we are not using slides to display the title. Many times the Evaluator and the audience could not catch the title of the speech if the TME only said it once.

The speaker is a... [Speaker's introduction]

Let’s welcome, [Toastmaster/TM Title, Name]

Again, most of the time, the audience will automatically clap after you have announced the speaker’s name.

Thank you [Name] for sharing with us... [Give your impromptu comments]

Our second speaker this evening will be delivering his/her [Project #, Name of Project], form the [Competent Communication / Advanced Communication Series] manual.

Can I invite the Evaluator, [TM Title, Name], to share with us the project objectives?

The time allocated for this speech remains the same at 5 – 7 min [Adjust accordingly]

The title of the speech is [Speech Title] (pause) [Speech Title]

The speaker is a... [Speaker’s introduction]

Let’s welcome, [Toastmaster/TM Title, Name]

Thank you [Name] for sharing with us... [Give your impromptu comments]

Our last speaker this evening will be delivering his/her [Project #, Name of Project], form the [Competent Communication / Advanced Communication Series] manual.

Can I invite the Evaluator, [TM Title, Name], to share with us the project objectives?

The time allocated for this speech remains the same at 5 – 7 min (adjust accordingly)

The title of the speech is [Speech Title] (pause) [Speech Title]

The speaker is a... [Speaker’s introduction]

Let’s welcome, [Toastmaster/TM Title, Name]
Thank you [Name] for sharing with us... [Give your impromptu comments]

Vote and Break

Can the timer please share with us the timer’s report?

Thank you [Name]!

Now it’s the time for the audience to vote for your best speaker... (tell the audience how to vote and who they can pass their voting slips to)

We shall now break for X minutes and please be back at [exact time]
Evaluation Session

Welcome back!

We shall now invite the Project Evaluators to give us their evaluations of the speeches delivered by the respective speakers.

The time limit allowed for each evaluator is 2 to 3 minutes.

At the 2nd minute, the green light will be shown.
At two and half minute, the amber light will be shown.
At the 3rd minute, the red light will be shown.

The Evaluator will then be given 30 seconds to end his/her evaluation before the bell is rung.

The first evaluator has been... [Evaluator’s intro]

To evaluate our first speaker, let’s welcome [TM Title, Name]

Thank you [Name]

The next evaluator is [Evaluator’s intro]

To evaluate our second speaker, let’s welcome [TM Title, Name]

The next evaluator is [Evaluator’s intro]

To evaluate our last speaker, let’s welcome [TM Title, Name]

Timer’s Report and Vote for Best Evaluator

Can the timer please share with us the timer’s report?

Thank you [Name]!

Now it’s the time for the audience to vote for your best speaker... (tell the audience how to vote and who they can pass their voting slips to)
Table Topics Session

Now, this is the session where we can get members and guests in the audience to participate in giving impromptus speeches: the Table Topics session!

To conduct this session, may I invite our Table Topics Master to conduct this segment? Let’s welcome, [TM Title, Name]!

Thank you [Name] for this exciting table topics session...[Give your own comments about the Table Topics]

Now, can the timer please tell us does everybody qualify for voting?

Great! Thank you [Name]!

Now it’s the time for the audience to vote for your best table topics speaker...[Give your own comments about the Table Topics]

Language Evaluation

We shall now proceed to the Language Evaluation. The duties of the Language Evaluator are to highlight the usage of the English language during this meeting. Our Language Evaluator is...[LE personal intro]. Let’s welcome [TM Title, Name]!

Ah – Counter Report

Next, to give us the report on our use of pause fillers tonight, let’s welcome [TM Title, Name]!

VPE Announcements

Now I shall invite our VPE to share with us what’s installed for us in the next few meetings.

Let’s welcome, [TM Title, Name]
**Presentations of Awards**

Next is the moment we've been waiting for: the results for the Best Speaker, Best Evaluator and Best Table Topics!

Before we announce the results, may I invite our Club President, **CC Chai Pei Shan**, on stage to give away some tokens of appreciations to our visiting toastmasters?

1) [TM Title, Name]
2) [TM Title, Name]
3) [TM Title, Name]

Now, drum roll please!

The Best Table Topics is....[TM Title, Name]!
The Best Evaluator is....[TM Title, Name]!
The Best Speakers is....[TM Title, Name]!

Remember to pause to allow the photographer to take some photos.

Thank you very much. It’s been my pleasure to serve you as the TME tonight. I shall hand over the stage to our Club President for her closing address.

**After the Club President has given her closing address and gotten some feedback from the audience...**

We have come to the end of tonight’s chapter meeting. I would like to thank all of you for coming here to make this evening’s meeting a huge success. Before we say goodbye, can we please gather in front here to take a group photo? Thank you!

Notice that I did not include the script for GE or any special segment. Using the above structure, you should not have any problem adding your own introduction to these segments.
Tips for TME

Unless you are a very seasoned TME and have super memory, you probably need to use some speaker’s cards to help you introduce the speakers and evaluators. Holding and reading the programme sheet does not look that professional.

If you don’t want to use speaker’s cards because you have bad hand writings, you can substitute them with an iPad mini similar sized tablet. Make sure you take off the casing of the iPad mini so that it looks more professional on stage and not distracting. A normal iPad is too big and clumsy unless you have a podium to place the iPad on. An iPhone or mobile phone looks too casual especially if you are using a fancy phone cover.

When you talked about the Competent Communication manual that the speakers are using it to do their projects, showing the actual manual helps to visually sell the programme to the guests.

As TME, you control the flow and the energy in the room. Therefore, it is important that you constantly assess the energy level in room and improvise to get things moving fast, smooth but still entertaining! Be confident at all time even if you have forgotten some lines. Improvise and adapt to the situation. If you are nervous, the entire room becomes nervous with you!

The experience of being a TME is like doing a Prepared Speech and a few Table Topics in one seating. It’s one of the most flavourful roles in a toastmasters meeting so do cherish this opportunity and prepare yourself well to run the show.

Good luck and all the best!

Raymond Ee, CC, CL
Club Advisor, MMTMC