

Introduction

A fantastic Friday evening to [Address all district officers formally with TM titles in descending order of seniority unless there are more than 2 officers in which we can just shorten it to “District Officers”], Club President, fellow toastmasters and friends. Welcome, welcome, 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 anything 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. If the programme is not following the usual structure, it is also the time to highlight that to the audience as well,

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 3 main segments:

- *The first segment is the prepared speech session where members get to deliver their project speeches*
- *In the second segment, feedback will be given to the project speakers later by more experienced speech evaluators*
- *The third segment is the table topics session, also known as impromptu speeches. In this segment the audience, both members and guests, will get a chance to speak on stage for 1 – 2 minutes based on a topic selected on the spot*

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. Without them, our meeting would not be possible. 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], 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. Manning our guest counters to welcome you as you walk in are [TM Title, Name] and [TM Title, Name]. Finally, 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 we have a Language Evaluator, we can include his/her introduction above.

Let's put our hands together for these dedicated appointment holders.

If we 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, **Visionary Communication Level 2, Rebecca Tan**. [Lead the applause. Later the audience will get your cue]

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 applaud before the name is read. This will result in the applause drowning out the voice of the TME. As TME, we must be very conscious of not letting the audience's applause drown us out at any point when we speak on stage.

Thank you, **Rebecca** for sharing with us... [Give our 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-second standing ovation after the end of each speech. So please stand up 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.

[For more experienced TME, we can do the above in a lot of other ways as long as the message is communicated effectively. Reminding the new speakers to remain on stage is important.](#)

The Prepared Speeches

Our first speaker this evening will be delivering his/her [\[Project #, Name of Project\]](#), from the [\[Name of the Path\]](#).

[Do not say “Presentation Mastery Pathway” but say “Presentation Mastery Path”. Do also take note of how you pronounce the word “Project”.](#)

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** [\(unless it is ice-break or some advanced projects\)](#)

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.

Sometimes we may accidentally say 30 minutes instead of 30 seconds 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.

If we are using slides, the screen should now be showing a blank slide. Before the introduction of each speaker, a blank slide should be used. Only at the end of the introduction when the speaker is moving up on stage should the speech title and name of the speaker be displayed.

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

Let's welcome on stage, [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 impromptu comments about the speech]

Our **second** speaker this evening will be delivering his/her [Project #, Name of Project], from the [Name of the Path].

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

If the following project is the same project, we can just say that the project is the same as the previous project and skip the asking the evaluator to read out the 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 on stage, [Toastmaster/TM Title, Name]

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

Our **final** speaker this evening will be delivering his/her [Project #, Name of Project], from the [Name of the Path].

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 give a warm welcome to, [Toastmaster/TM Title, Name]

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

Vote and Break

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

Thank you [Name]!

Take note of who is not qualified to vote. If we have only 3 speakers and one of them got time disqualified, there will not be any voting with two remaining speakers. Therefore, it is important to remind these 3 speakers not to go overtime a few days before the meeting. Consult the Club President on the spot if he or she would allow those speakers who were time-disqualified to be eligible to be voted. Minimum, we need to have 3 speakers for the audience to vote.

Now it's the time for the audience to vote for your best speaker...(tell the audience how to vote via sli.do. Don't rush this part as audience may take some time to get onto the sli.do website. Ask them to take out their mobile phones and use the web browser to go to sli.do and then key in the code shown on the screen.)

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

Evaluation Session

Welcome back!

Interact with the audience to warm them up and to get everybody seated before you proceed.

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]

Give impromptu comments if there is time.

The next evaluator is [Evaluator's intro]

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

Give impromptu comments if there is time.

The next evaluator is [Evaluator's intro]

To evaluate our **final** speaker, let's welcome [TM Title, Name]

Give impromptu comments if there is time.

Timer's Report and Vote for Best Evaluator

Can the timer please tell us does every evaluator qualify to be voted?

For Evaluation and Table Topics segment, we **do not need** the Timer to read out the name of the speakers and the time used for each speaker. We just need to know who is time-disqualified. This method help to speed up the reporting process.

Thank you [Name]!

Now it's the time for the audience to vote for your best evaluator...(tell the audience how to vote via sli.do)

Table Topics Session

Now, this is the session where we get members and guests in the audience to participate in giving impromptus speeches.

To conduct this Table Topics session, may I invite our Table Topics Master up on stage? Let's welcome, [TM Title, Name] !

Before the meeting, please brief the new table topics masters that they must remember to shake the hand of each speaker and ask for their names. They must also shake the hands of the speakers at the end of their speeches. Therefore, it makes sense for the TTM to remind the speakers to do exactly that before the TTM proceeds to ask for volunteers to speak.

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

Now, can the timer please tell us does everybody qualify to be voted?

Great! Thank you [Name]!

Now it's the time for the audience to vote for your best table topics speaker...(tell the audience how to vote)

Language Evaluation

The next segment is 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] !

Announcements

Now I shall invite our [VPE or any Exco Member] to share with us what's coming up in the next few chapter meetings.

Let's welcome on stage, [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, **Rebecca Tan**, back on stage to give away some tokens of appreciations to our guest speakers/presenters?

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

Let give the warmest of warm hands to our guest speakers!

If there are no guest speakers, present the ice-breaker ribbons first to members who delivered their first speech.

Now the results from our votes, drum roll please!

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

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

The Best Speaker is....[TM Title, Name]!

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

Make sure the ceremonial back ground music is played loudly after the announcement of each winner. Lower the volume of the music just before the announcement of each winner. Either the TME(preferably) uses a slide clicker to control the volume of the music or the Multimedia Manager is roped in to do so.

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.

Notice that I did not include the script for General Evaluation 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 a A4 size programme sheet does not look that professional. Use a cue card instead and print out the speakers' introductions or your script to paste them on the cards.

If you don't want to use speaker's cards, 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.

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 the programme moving fast 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 go rock the stage!

Raymond Ee, ACB, CL
Club Advisor, MMTMC