



TxDOT Toastmasters
President's Distinguished Club 2013-2014
Club #9325-55
Meets Tuesdays
118 E. Riverside Drive, Austin, Texas

Meeting Agenda

Time	Role / Agenda Item for August 19, 2014	Member
12:10PM	Presiding Officer - Call Meet to Order The Presiding Officer (usually the club president) opens the meeting and welcomes members and guests.	-
12:11PM	Club Business The Presiding Officer conducts any necessary club business.	-
12:16PM	Toastmaster - Present Theme, Introduce Role Players The Presiding Officer introduces the Toastmaster of the Day. The Toastmaster is the emcee for the meeting. It is the Toastmaster's task to introduce the various role players in the meeting and to form a bridge between the various parts of the meeting. The Toastmaster may choose to introduce the meeting theme at the beginning of the meeting.	
12:17PM	WAG (Word of the Day, Ah Counter, Grammarian) The W.A.G. combines the following three duties: Word Master, Ah-Counter, and Grammarian. The Word Master presents a new or little known word for us to learn and records the number of times each person uses it during the meeting. The Ah-Counter counts the number of times each person uses unnecessary filler words such as 'ah' and 'um' instead of a stately pause. The Grammarian records grammatical errors. The W.A.G. combines all these roles by astute multi-tasking and gives a combined report at the end of the meeting.	
12:18PM	Timer The Timer records the length of each prepared speech, Table Topic presentation, and oral evaluation and provides a visual sign to the speaker that allotted time is about to expire. Toastmaster speeches and reports are carefully planned to fit specific time periods. The Timer reports the speech time periods at the end of the meeting.	
12:19PM	Speaker #1 The Toastmaster introduces the first speaker, typically using the speech introduction information provided in advance by the speaker. The Toastmaster leads the applause as the speaker approaches the lectern. Speakers present prepared speeches. Toastmasters International's various Communication manuals provide structure and guidance to improve skills such as organization, vocabulary, vocal variety, and body language.	
12:27PM	Speaker #2 The Toastmaster introduces the second speaker, typically using the speech introduction information provided in advance by the speaker. The Toastmaster leads the applause as the speaker approaches the lectern. Speakers present prepared speeches. Toastmasters International's various Communication manuals provide structure and guidance to improve skills such as organization, vocabulary, vocal variety, and body language.	
12:35PM	Timer's Report on Prepared Speeches & Vote	
12:36PM	Table Topics Session The Toastmaster introduces the Table Topics Master, who will explain the purpose of this part of the meeting to the audience. The Table Topics Master helps members increase extemporaneous speaking skills by asking members to speak for one to two minutes about a surprise topic. Extemporaneous speaking skills are extremely valuable in the business world.	
12:45PM	Timer's Report on Table Topics & Vote	
12:46PM	General Evaluator The Toastmaster introduces the General Evaluator, who will explain the purpose of the	

	evaluation portion of the meeting, introduce the evaluation team members, and evaluate the meeting in general.	
12:47PM	Evaluator #1 Evaluators provide constructive feedback in oral and written form. Evaluations are highly encouraging and provide a positive learning experience for all.	
12:50PM	Evaluator #2 Evaluators provide constructive feedback in oral and written form. Evaluations are highly encouraging and provide a positive learning experience for all.	
12:54PM	Timer's Report on Evaluators & Vote	
12:55PM	WAG Report The W.A.G. combines the following three duties: Word Master, Ah-Counter, and Grammarian. The Word Master presents a new or little known word for us to learn and records the number of times each person uses it during the meeting. The Ah-Counter counts the number of times each person uses unnecessary filler words such as 'ah' and 'um' instead of a stately pause. The Grammarian records grammatical errors. The W.A.G. combines all these roles by astute multi-tasking and gives a combined report at the end of the meeting.	
12:56PM	General Evaluation of the Meeting The General Evaluator presents an evaluation of the meeting as a whole, indicating areas of excellence as well as areas for improvement in meeting facilitation.	
12:57PM	Closing Comments from the Toastmaster The Toastmaster thanks the participants, presents any awards, delivers any closing comments, and returns control of the meeting to the Presiding Officer.	
12:58PM	Adjournment	
12:59PM (end)	The Presiding Officer thanks members and guests for their attendance and adjourns the meeting.	