

## General Timings

7:45	Prepare auditorium	9:10	Business session
8:00	Start event	9:15	Topics session
8:05	Speeches and evaluation	9:40	Topics evaluation
9:00	<b>Interval</b>	9:50	General evaluation
		10:00	End– tidy up + vacate by 10:15

### Chairman’s Dialog and Framework for the Evening

“Ladies and Gentlemen, good evening and welcome to Croydon Speaker’s Club”.

*(If there are new comers)* “I would particularly like to welcome our new comers tonight: \_\_\_\_\_  
 \_\_\_\_\_ I hope that you will enjoy this evening.”

*(If there are people we have not seen for some time)* “I would like to welcome back someone/a few people that we haven’t seen for some time.

*(If there are new comers)* “As we have new comers tonight, I will now explain who we are and what we do. Croydon Speakers Club is an independent speakers club. Our mission is to improve the art of speaking in public and provides our members with a road-map to speaking proficiency. The journey to the certificate of achievement is done through six basic speech levels.”

*(If there are no new comers)* “Ladies and Gentlemen tonight I am your Chairman and I would like to welcome you to Croydon Speakers Club.

- “Tonight we have ----- set speeches” *(name the levels)*
- *(If there are new comers)* “Each speech will then be evaluated. During the Evaluation the speakers will receive feed-back on their speech - what they did well - advice for improvements. Finally - if they have passed the level or if they will be asked to make another speech to show their competence at that level”
- “After the Evaluations we will break for a 10 minutes interval.”
- “We will resume our evening with the Business session - which will be followed by our Topics Session.”
- *(If there are new comers)* “Topics are introduced by the Topics Chairman who will present you with a subject to discuss for 2 minutes. You then only have a few seconds to think about some ideas to develop during your speech. The Topics Chairman will come and see you during the interval and ask you if you are willing to participate or not. This may be a challenging exercise, but I can assure you that the Topics session is a lot of fun.”
- *(If there are no new comers)* “Tonight, our Topics Chairman is \_\_\_\_\_ We had fantastic topics last time and I hope you are all up to the challenge.” “Topics will be evaluated by \_\_\_\_\_”
- 
- *(If there are new comers)* “We conclude our evening with the General Evaluator (tonight: \_\_\_\_\_). The role of the General Evaluator is to:
  - Comment on the evening as a whole
  - Comment on the performance of the Evaluators as well as those who have not yet been evaluated - Topics Chairman - the Chairman for the evening”.

## Chairman's Template for the Set Speeches

Tick if  
person  
here

**Speech #1:** Level : \_\_\_\_\_  
Title: \_\_\_\_\_  
Duration: \_\_\_\_\_ mins (Green / Amber / Red / out )  
Evaluator \_\_\_\_\_

Speaker's name: \_\_\_\_\_

**Speech #2:** Level : \_\_\_\_\_  
Title: \_\_\_\_\_  
Duration: \_\_\_\_\_ mins (Green / Amber / Red / out )  
Evaluator \_\_\_\_\_

Speaker's name: \_\_\_\_\_

**Speech #3:** Level : \_\_\_\_\_  
Title: \_\_\_\_\_  
Duration: \_\_\_\_\_ mins (Green / Amber / Red / out )  
Evaluator \_\_\_\_\_

Speaker's name: \_\_\_\_\_

**Speech #4:** Level : \_\_\_\_\_  
Title: \_\_\_\_\_  
Duration: \_\_\_\_\_ mins (Green / Amber / Red / out )  
Evaluator \_\_\_\_\_

Speaker's name: \_\_\_\_\_

**Other roles:** President.  
(Business Session): \_\_\_\_\_

Topics Chairman: \_\_\_\_\_

Topics evaluator: \_\_\_\_\_

Timekeeper: \_\_\_\_\_

General evaluator: \_\_\_\_\_

Treasurer: \_\_\_\_\_

## Detailed Chairman's Dialog

### Warm up session *(if we don't have a full agenda with 4 speeches)*

"As we are a speakers Group, we sometimes start with a warm up session so that everyone can speak at least once during the evening. "

*Example: "This evening is the 1st evening of the season. A lot of people went on holidays. Unfortunately, good weather was hard to find. Can you please tell me in less than a minute, what you would do this weekend if the weather was good and you had two warm and sunny <<Start from the first row and ask everyone to participate. As a chairman, finish by giving your own topic>>*

Theme: \_\_\_\_\_  
\_\_\_\_\_

### The Lights

"We use a set of lights to help us time our speeches. The green lights will come up first - followed by amber. Then the red light will come up to signal when you should prepare to finish your speech. You should stop speaking before the red light is off.

*Example: For a 4 minutes speech - Green light will come up at 1:30 - Amber at 2:30 - Red will be ON at 3:30 and OFF at 4:30."*

### Changes of program

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Speech session

"We will now start our speech session."

"Tonight, our first/second/... speech is a Level \_\_ on *(Subject)* and is a Level--- speech *(name level)*. This speech will be evaluated by *(name Evaluator)*. This is a \_\_ minutes speech. Green lights will be on at \_\_ Amber at \_\_ Red light will be ON at \_\_\_\_ and OFF at \_\_\_\_"

"Ladies and Gentlemen - please give a big round of applause to *(name speaker)*".

*Find some concluding remark on the speech- do not attempt an Evaluation - ask Timekeeper for actual time.*

### Speech evaluation

"Our first/second Evaluator will be evaluating *(name's)* speech. The title was *(title)*. Ladies and Gentlemen - please give a big round of applause to *(name the Evaluator)*"

### Interval

"We will now take a 10 minutes break. It is now \_\_\_\_\_. We will resume our session at \_\_\_\_\_".

- *Ensure that treasurer is collecting the subscriptions.*
- *Ensure that Topics Chairman is ready and has asked new comers if they are willing to participate*

## Resuming the Session

“We will now start the second half of our evening with our Business Session. Please welcome \_\_\_\_\_”

## Topics

“We will now begin our Topics Session. Please welcome our Topics Chairman (*name*).  
\_\_\_\_\_”

- *Let the Topics Chairman explain the topics and present the Topics Session.*

## Topics Evaluation

“Our Topics Evaluator for tonight is \_\_\_\_\_ (*Name Topics Evaluator*). Ladies and Gentlemen - please welcome \_\_\_\_\_”

## General Evaluation

“Our General evaluator for tonight is \_\_\_\_\_ (*name General Evaluator*). Ladies and Gentlemen please welcome \_\_\_\_\_”

## Closing the meeting

*If there are new comers:* “This is now the time we allow our new comers to express themselves. (*Name the new comer*). Did you have a good evening? And is this what you were expecting from your first meeting?”

*If there are no new comers:* “Our next meeting will be held on \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ . If you can - please help us with tidying up the room.”

“Please remember that - if you wish - you can join us in a few minutes at the pub. \_\_\_\_\_” (*name the pub and give directions – if necessary*).