

PROFESSIONALLY SPEAKING CLUB Toastmasters Club #4521  
TIMER'S WORKSHEET

<b>Call to Order by Sergeant at Arms</b>	
Agenda start time	Actual start time

<b>Prepared Speakers</b>	<b>Speech Length</b>
1)	
2)	
3)	

<b>Table Topics Speakers</b>	<b>Speech Length</b>
1)	
2)	
3)	
4)	
5)	
6)	

<b>Prepared Speech Evaluators</b>	<b>Speech Length</b>
1)	
2)	
3)	

<b>Time Values</b>		
<b>Speech manual</b>	<b>Speech number/type</b>	<b>Time limits</b>
CTM/CC	1	4-6
CTM/CC	2-9	5-7
CTM/CC	10	8-10
Advanced		See project/ask speaker
n/a	Table topics	1-2
n/a	Prepared speech evaluation	2-3

## TIMER

The Toastmaster of the meeting will call on you to explain the timing rules. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the Club clearly and precisely. This exercise is an excellent opportunity in practicing communicating instructions -- something that we do everyday.

*Prior to the meeting* - Confirm scheduled program participants with the Toastmaster and general evaluator. Download the Timer's Worksheet from the Member Downloads section of the club's Free Toast Host system and print it out.

Confirm time required for each prepared speech with the speakers.

Write out your explanation in the clearest possible language and rehearse it. For the benefit of guests, be sure to emphasize timing rules and how timing signals will be given.

*Upon arrival at the meeting* - Get timing equipment from the Sergeant at Arms. Be sure you understand how to operate the stopwatch and signal device and make certain that timing equipment works.

Sit where the signal device can be seen easily by all.

*During the meeting* - When introduced, explain the timing rules and demonstrate the signal device.

Throughout the meeting, signal each program participant as indicated below. In addition, signal the chairman, Toastmaster, and Table Topics master with red when they have reached their allotted or agreed upon time.

Record each participant's name and time used.

When called to report by the topic master, Toastmaster, and/or general evaluator, stand by your chair, announce the speaker's name and the time taken. Generally topic speakers should be  $\pm 15$  seconds of allowed time; prepared speakers must be  $\pm 30$  seconds of allowed time; the ah counter and grammarian must be  $\pm 15$  seconds of allowed time; all others  $\pm 30$  seconds. However, these times may vary from Club to Club.

*After the meeting* - Return the stopwatch and timing signal device to the Sergeant at Arms.

Source: Toastmasters International Communication and Leadership Program, Catalog No. 225, pg. 72.