



DURHAM TAMIL ASSOCIATION [DTA]

Youth Leadership Club Meeting

Our Club Meeting will consist of three basic parts.

TABLE TOPICS:

In this segment, members not otherwise scheduled as meeting participants will have an opportunity to present 1 – 2 minute impromptu talks. The purpose of this session is to have members think and speak without any prior preparation for 1 – 2 minutes. Each speaker drawn at random will be given and individual subject by the Table Topic Master who will conduct this program.

PREPARED SPEECHES:

In this session, several members present speeches based on various projects. The speaker will have to speak for 5 – 7 minutes. The speaker may have to spend several hours, days or even weeks to prepare a speech. You may use notes while speaking.

EVALUATION:

It is a very important part of our leadership program. Each prepared speech and leadership role is verbally evaluated by a fellow member in a helpful and constructive manner using given evaluation criteria. In addition, the evaluator prepares a written evaluation too.

These evaluations will help the speakers to improve their speaking skills.

IMPORTANT NOTE TO THE ATTENTION OF ALL SPEAKERS:-

- All your speeches must have:-
- An opening
- Body and
- Conclusion

EVALUATION

Evaluator

People join our club to improve their speaking and leadership skills, and these skills are improved through evaluation. Members prepare and present speeches based on various projects or they serve in leadership roles to complete projects you may be asked to serve as an evaluator to evaluate a speaker or leader. In addition to your verbal evaluation you will give a written evaluation using certain criteria.

Your evaluation is an opportunity to practice such leadership skills as listening, critical thinking, feedback and motivation. When evaluating a speaker your purpose is to help the speaker become less self-conscious and better speaker. When evaluating a leader, your purpose is to help the leader become confident and more effective and able to lead teams to achieve goals. Your overall evaluating should be encouraging and motivate the speaker or leader to improve.

When you are evaluating a prepared speaker:

- Get to know the purpose of the speech and the requirements.
- Evaluate in relation to the requirements and other aspects of public speaking.
- Listen and observe the speech carefully.
- Maintain a helpful and supportive attitude.
- When evaluating, begin your remarks with a positive statement
- Tell the speaker of his strengths
- Suggest opportunities for Improvement
- Don't comment on the content
- Don't be dictatorial
- End with a positive statement, note of encouragement or praise

When you are evaluating a Table Topics:

As Table Topic Evaluator, you are responsible for evaluating miniature impromptu speeches , just as with evaluation of prepared speeches, you should bring to the attention of the participants his/her strength and opportunities for improvement.

However, unlike the evaluation of prepared speeches, you will be providing feedback to several people, not just one. For that reason, you will not be able to spend very much time on each participant, if you stay with maximum 3½ minutes time limit.

Because you are allowed very little time, it is suggested that you group the participants, with regard to certain aspects of speaking that were common to several participants.

As an example of Table topic evaluation is as follows:

- Thank you Mr. President, fellow members and guests
- I was very impressed with our table topic speakers tonight. They did very well in responding to some challenging topics.
- Mr. Mahen, Ms. Norin and Mr. Sasi used excellent eye contacts and gesture. I commend you for that. Mr. Ram and Mr. Dinesh were very courageous in stepping away from the lecture at times which made your presentation more effective. However there are opportunities for improvement.
- Maria, you spoke with confident and your remarks were very encouraging
- David, this was your first time to be called on for Table Topic. You did not speak for a full minute, but I felt that the remark you made while you were at the lecture were very good.
- I notice that most of the speakers failed to acknowledge the Table topic Master, before beginning their speeches.
- Finally I compliment the Table topic Master for taking the time to develop some excellent topics
- I conclude my evaluation of Table Topics and now return control of the lecture to the president.

Sample Script for Meeting Assistants:

Timer:

Mr. President, fellow members and guests, good evening. As Timer, my job is to time the various presentations. Also I will use a system of signal lights to assist the speakers in pacing their presentations and ending in time. When asked if the participant is qualified, I will not report the times but simply state "Yes" or "No" . If no, I will state who was disqualified. [If possible, explain sample time of criteria] Near the end of the meeting, I will report the exact times of each speaker's presentation when the President/Evaluator calls for my report.

Grammarian:

Mr. President, fellow members and guests, good evening. I am pleased to be the Grammarian of tonight's meeting.

As a Grammarian, my job is to pick out the good usage and poor usage of language during the meeting. I will pay attention to your pronunciation, grammar and vocabulary. At the end of the meeting I will make a report based on my observation. Also it is my duty to select most-eloquent speaker when called upon by presiding officer.

Ah Counter:

Mr. President, fellow members and most welcome guests, good evening. I am pleased to be the Ah-counter of tonight's meeting. Tonight I will be listening very carefully and when I hear anyone say "Ah" or "Uh" or any other filler words, I will ring the bell immediately to make them aware of having said it.

The only time I will not ring the bell is during the prepared speeches. However, at all times I will keep a record of the number of times each person say "Ah" or "Uh" and will report that when called upon by the

President/Evaluator near the end of the meeting. Even after giving my report, I will continue to ring the bell when I hear "Ah" or "Uh".

Word Master

Mr. President, fellow members and most welcome guests, good evening. In our every club meeting, we introduce a word and track use of "word of the day". Doing so allows us to broaden our 'vocabulary.' It is great way to make our speech more eloquent. The word of the day is [pronounce properly and clearly. Read the description with usage. I urge everyone to use this word in your presentations. I will keep a record of the usage and will report that when called upon by the President/Evaluator near the end of the meeting.

Allocated Time::

		Green	Amber Alarm	Red
Prepared Speech	^{4 6} 5 to 7 Minutes	5 4	5 5	7 6 [30]
Table Topic speech	1 to 2 Minutes	1	1½	2 [30]
Evaluation	2 to 3 Minutes	2	2½	3 [30]
Timer Report	1 Minute	0.30	0.45	1
Grammarians Report	1 Minute	0.30	0.45	1
AI-Counter Report	1 Minute	0.30	0.45	1

Grammarians

DURHAM TAMIL ASSOCIATION (DTA)

Youth Leadership Club

CLUB MEMBER'S PROMISE:-

As a member of DTA Youth Leadership Club I promise:-

- To attend club meeting regularly
- To prepare fully for each assignment
- To apply myself for the program
- To participate actively in club activities
- To evaluate others in a positive and constructive manner
- To build open friendly relationship with my fellow members
- To maintain honest and high ethical standards during the conduct of all club activities

