

The Eloquent Minds

Toastmasters Meeting Structure

1. OPENING (5-10 minutes)

- Welcome & opening remarks
- Theme announcement for the day
- Housekeeping announcements

2. PREPARED SPEECHES / PROJECTS (25-35 minutes)

- Members deliver assigned speeches or manual projects
- Usually 5-7 speakers, 5-7 minutes each
- Follow Toastmasters manual progression (Competent Communication, etc.)

3. TABLE TOPICS (10-15 minutes)

- Impromptu speaking session
- Table Topics Master poses random questions
- Members volunteer to speak 1-2 minutes on the spot

4. EVALUATIONS (15-20 minutes)

- Evaluators provide feedback on each speaker
- Constructive comments on strengths and areas for growth
- Usually 2-3 minutes per evaluation

5. GENERAL EVALUATION (5 minutes)

- General Evaluator summarizes the meeting
- Overall observations and highlights

6. AWARDS & CLOSING (5-10 minutes)

- Best Speaker, Best Evaluator, Best Table Topics awards
- Closing remarks
- Announcements about next meeting

7. AFTER THE MEETING

- Social time / networking
- Members chat and exchange contacts
- Optional: officers meet to debrief and plan

Document prepared for The Eloquent Minds Toastmasters Club