

Followings are some detailed steps that you should notice beforehand to ensure the success of our first round Toastmaster. Pay attention to your roles! **Moderator**, you need to make sure what others need to do; so please read through the whole list.

1. **Moderator:** Remember to read through the agenda before going on to the stage. You need to prepare proper *transitions* between each presentation. The transition should be short; but it must lead the audience to the next topic logically.
2. **Timer:** Besides making agenda, you need to control the presentation flow on the spot. In the beginning of the Toastmaster, you would be invited by the **moderator** to the stage, and you need to briefly explain how you would count time and give 1-min-left alert.
3. **Mini debate leaders:** Here are 5 leaders with 5 *different topics*. You all conduct debate discussions *at the same time*. But before moving on to debating, the **moderator** will invite you to introduce your topic first, and then allow classmates to choose which group they want to join. You need to prepare *a brief introduction of your debate topic* (few sentences are enough) to attract others to join you.
4. **Leading discussion leaders:** The same as mini-debate leaders: all 5 of you will conduct the discussion *at the same 20 mins*, but you all have *your own distinct topic* to discuss. The **moderator** will invite you to introduce your topic first, and then allow classmates to choose which group they want to join. You need to prepare *a brief introduction of your topic* (few sentences are enough) to attract others to join you.
5. **Evaluators:** all together 8 evaluators will be “on service”. These 8 evaluators need to evaluate other presenters (The job distribution is shown on the next page). You guys need to gather *before the Toastmaster begins*; what you need to do is to *design a set of evaluation criteria* that you would use to evaluate the presenters. The criteria better can reflect what you’ve learned from classes. For example, last week we learned how to conduct a successful discussion. You could apply those tips to this week’s presentations. BUT be careful! You are not evaluating **ONLY** group discussion parts. So you need to figure out how to apply essences of the tips to other situations. Moreover, you need to use your criteria to *choose the Best Speaker(s) of Today*, and *explain the reasons why* you choose him/her/them.

| | Whom you need to evaluate |
|-------------|---|
| Evaluator 1 | Weekly news-local, Weekly news-global, What's fun |
| Evaluator 2 | Career research, Quotable quote |
| Evaluator 3 | Moderator & Timer, Hidden truth |
| Evaluator 4 | Mini-debate, Leading Discussion, Hidden truth |
| Evaluator 5 | Mini-debate, Leading Discussion, Book review |
| Evaluator 6 | Mini-debate, Leading Discussion, Book review |
| Evaluator 7 | Mini-debate, Leading Discussion, Picture story |
| Evaluator 8 | Mini-debate, Leading Discussion, Picture story |

