



THE REGULAR CLUB MEETING

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GUIDEBOOK

THE MEETING AGENDA

A typical regular club meeting agenda is as follows:

Activity	Time Allotted
Meeting called to order	3 mins
Club Leader's Opening Address	3 mins
<i>Project Speeches</i>	
Setting the scene...	15 mins
Project Speech #1	8 mins
Project Speech #2	8 mins
Project Speech #3	8 mins
Project Speech #4	8 mins
Project Speech #5	8 mins
Voting for Best Speaker & Certificate Presentation	3 mins
<i>That's One Minute!</i>	
Setting the scene...	5 mins
Elevator Pitch #1	1 min
Elevator Pitch #2	1 min
Elevator Pitch #3	1 min
Elevator Pitch #4	1 min
Elevator Pitch #5	1 min
Voting for Best Speaker	2 mins
Full speech by Best Speaker	5 mins
INTERMISSION (project speakers to meet with evaluators, etc.)	15 mins
<i>A Moment of Introspection</i>	
Self-evaluation Speech #1	2 mins
Self-evaluation Speech #2	2 mins
Self-evaluation Speech #3	2 mins
Self-evaluation Speech #4	2 mins
Self-evaluation Speech #5	2 mins
Language Observer's Report	10 mins
Club Leader's Closing Address	1 min
Meeting adjourned	3 mins

Total Meeting Time: 120 minutes (recommended)

THE THREE MAIN SEGMENTS OF A MEETING

Project Speeches

The objective of this segment is to allow several key speeches to be delivered during a meeting.

A project speech is a speech from one of the projects in one of the manuals (no. 1-8). The time allotted per speech averages about 8 minutes. By delivering a project speech, a member will progress along the predefined learning path.

Typically, 5 project speeches will be lined up in a meeting. The actual number of speeches which can be accommodated depends on the respective durations of the speeches.

An evaluator will be assigned to each project speaker. If this can be arranged in advance, it would help save time during a meeting. However, it is alright to appoint evaluators at the beginning of the segment.

Project speakers are requested to print the pages from their respective projects (including the evaluation form) and hand them to their evaluators. Alternatively, evaluators can refer to the soft copy in their smartphone or laptop. Evaluators should be given a moment to study the projects before the speeches commence.

The speaking order may be determined informally whereby participants who are ready volunteer to speak first, or by the Meeting Leader calling out speakers randomly.

The voting for the best speaker may be conducted informally by a raise of hands or via secret ballot. The winner may be presented with a certificate.

That's One Minute!

This segment provides an opportunity for members who are not project speakers to speak during a meeting (however, all may participate). Participants will learn: 1. To prepare a short speech with limited time, 2. To present key points concisely (“elevator pitch”). The ability to think quickly and present facts concisely is a vital skill in leadership.

How this segment of the meeting is conducted:

1. The Meeting Leader proposes a general topic
2. Participants are given 3 minutes:
 - To prepare a 5-minute speech on any aspect of the given topic
 - To prepare a 1-minute “elevator pitch” based on the full 5-minute speech

An “elevator pitch” is a very short speech that you may deliver to someone which whom you have only a moment (e.g. in an elevator). You have to get your main points across and add a hook so that this person wants to learn more about your topic.

3. Participants take turns in delivering their 1-minute speeches. The speaking order may be determined informally whereby participants who are ready volunteer to speak first, or by the Meeting Leader calling out speakers randomly. ***It is crucial that the bell be rung at exactly the 1-minute mark and the speaker asked to return to his/her seat.***
4. The audience vote for the best speaker. The best speaker is ideally someone who has delivered substance in his/her speech and also added an enticement so that the audience wants to know more. Again, the voting may be conducted informally by a raise of hands or via secret ballot.
5. The winner gets to deliver his/her full 5-minute speech

Please refer to the “Non-project Speeches” Guidebook for detailed guidelines on how to deliver the “elevator pitch” and the full 5-minute speech.

A Moment of Introspection

The objective of this segment is to allow project speakers to receive feedback on their speeches. An excellent way to do this is through self-evaluation. The speakers, taking ownership of their own respective self-evaluations, will be more keen to make the necessary changes to become better. The practice of introspection is highly valuable in leadership and evaluating one's own speech is a good place to start.

To help the speakers get a better grip on the matter, each of them is assigned an evaluator who will share his/her feedback on the speech during the intermission. The evaluators are required to deliver a 2-minute evaluation speech which consists of an opening, a body and a conclusion (a complete speech). Since this speech is delivered in a one-to-one setting, all evaluators will present simultaneously.

The project speaker has to think through the feedback, add his/her own ideas, do some soul-searching (introspection) and finally deliver a 2-minute self-evaluation speech. Again, the speech should consist of an opening, a body and a conclusion.

The self-evaluation speech should contain at least some of the following elements:

- What the speaker feels he/she has done well
- What the speaker feels he/she can do better
- What the speaker has learned from the project
- How the speaker intends to progress from that point

The speaking order may follow the same order in which the speakers delivered the project speeches.

Speakers may mention their evaluators in their respective speeches, however, it is advisable to not attribute every single point to them. Instead, speakers should take ownership of their self-evaluations.

Please refer to the "Non-project Speeches" Guidebook for detailed guidelines on how to deliver the evaluation speech and the self-evaluation speech.