



# THE REGULAR CLUB MEETING

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GUIDEBOOK

# THE MEETING AGENDA

Local clubs are advised to conduct 2 regular meetings per month. A typical agenda is as follows:

<b>Activity</b>	<b>Time Allotted</b>
Meeting called to order	3 mins
Club Leader's Opening Address	3 mins
<b><i>Project Speeches</i></b>	
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 Project Speaker	2 mins
<b><i>That's One Minute!</i></b>	
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)	15 mins
<b><i>A Moment for Reflection</i></b>	
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
Best Project Speaker – Certificate Presentation	1 min
Language Observer's Report	10 mins
Club Leader's Closing Address	1 min
Meeting adjourned	3 mins

Total meeting time: 120 minutes (recommended)

# THREE MAIN SEGMENTS OF A REGULAR CLUB 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 learner's 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. (A member is actually allowed to deliver a project speech from any manual in any order. However, to qualify for awards, the prescribed sequence has to be followed.)

Typically, 5 project speeches will be lined up in a meeting. The actual number of speeches that 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 respective evaluators. (In fact, members are encouraged to print out the entire manual that they are working on.) 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 shall 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). In this exercise, **participants will practise two essential leadership skills which are thinking on one's feet and presenting concisely.**

How this segment of the meeting is conducted:

1. The Meeting Leader proposes a general topic
2. Participants are given 2 minutes to prepare a 1-minute "elevator pitch"\*. In this short speech, the speaker should share:
  - Some interesting points on anything related to the given topic
  - What other interesting information he/she can offer if given more time

\* 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 an invitation to this person 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.

Timekeeper's role:

- Hold up the 30-seconds-left card at 30 seconds
- Hold up the 15-seconds-left card at 45 seconds
- Ring the bell at exactly 1 minute

***The speaker is required to return to his/her seat right when the bell rings.***

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 is given 5 minutes to speak and make good on his/her offer
6. A simple evaluation is conducted whereby each member of the audience indicates verbally whether his/her expectations are met with a simple YES or NO

## A Moment for Reflection

This segment allows project speakers to obtain feedback on their respective project speeches; others can also learn from the evaluation. The standard method of evaluation in SAL is self-evaluation with the help of an assigned evaluator. This is so that project speakers have the opportunity to practise several skills crucial to leadership such as **processing feedback, introspection and openness**. It is also hoped that project speakers, taking ownership of their own self-evaluations, will be more keen to take the necessary steps to become better speakers.

At the same time, evaluators have the opportunity to practise **giving constructive feedback**, another crucial leadership skill.

How this works:

1. An evaluator will be assigned to each project speaker. The evaluator will share his/her feedback with the project speaker during the intermission. This will help the project speaker see his/her strengths and weaknesses more clearly. Since this sharing is conducted in a one-to-one setting, all evaluators will present simultaneously.
2. The project speaker has to think through the feedback given by his/her evaluator, add his/her own thoughts, do some soul-searching and finally deliver a 2-minute self-evaluation speech. This should be a complete speech which consists of an opening, a body and a conclusion.
3. The main content of this speech should include 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
4. The speaking order may follow the same order in which the speakers delivered the project speeches.
5. Speakers may mention their respective evaluators in their speeches, however, it is advisable to not attribute every single point to them. Instead, speakers should take ownership of their self-evaluations.



## DIRECT EVALUATION BY AN EVALUATOR

***From time to time, the Meeting Leader may make way an evaluator to deliver his/her evaluation directly to the audience.***

Justifications for a direct evaluation:

- The evaluator is a highly experienced public speaker or an expert in the field, hence a direct evaluation is expected to deliver more value to all listeners
- The evaluator has not had any opportunity to speak during the meeting, in which case he/she should be given a chance to address the audience directly
- Other reasons at the discretion of the Meeting Leader

The Meeting Leader will make the call before the intermission. If an evaluator is assigned to speak directly to the audience, he/she will use the meet-up with the speaker to get the speaker's self-evaluation to be incorporated into his/her final evaluation.

This provision is expected to add variety to the regular meetings.