



Timer

Sample Script



Introduction for Prepared Speeches

“Thank you Madam/Mister Toastmaster of the Day. Good morning fellow Toastmasters and guests. My role as the Timer is to keep time for all the speakers to ensure that every one speaks within their allotted time slot. This will also help in ensuring that the meeting runs on time.

To help me do this, I have 3 coloured cue cards with me. I will raise the green card when the speaker hits qualifying time, I will raise the yellow card when the speaker hits the target time and I will raise the red card when the speaker has reached the end of their allotted time. For example, for a 5 to 7 minute speech, I shall raise the green card at the 5th minute, the yellow card on the 6th minute and the red card on 7th minute.

The speaker will also be granted a grace period of 30 seconds on either side of the speech. I will present my report when called upon by the Toastmaster of the Day. Thank you.”

Introduction for Table Topics

“Table Topics speeches are for 1 to 2 minutes. I will show the green card at 1 minute, the yellow card at 1½ minutes, and the red card at 2 minutes. The speaker will have 30 second grace period after 2 minutes to wrap up his/her speech.”



Sample Script

Introduction for Evaluators

“Speech evaluations are for 2 to 3 minutes. I will show the green card at 2 minutes, the yellow card at 2½ minutes, and the red card at 3 minutes. The speaker has a grace period of 30 seconds on either side of the specified time limit.”

Reporting

“Thank you Madam/Mister Toastmasters of the Day. Fellow Toastmasters and guests, John took 5 minutes and 31 seconds, Raj took 3 minutes and 14 seconds and Lee took 6 minutes and 3 seconds. Everyone besides Raj has qualified and is eligible for voting. That’s all from me. Back to you Toastmaster of the Day!”

PS: The next page includes a Timer’s Report template. Feel free to print it out and take it to your Toastmaster’s meetings for ease of reporting.

Timer's Report

Type	Green Card	Yellow Card	Red Card	Grace Period
Prepared Speech (5-7 mins)	5:00	6:00	7:00	30 seconds on either side
Evaluation	2:00	2:30	3:00	30 seconds on either side
Table Topics	1:00	1:30	2:00	30 seconds on the upper side

Role	Name	Time
Prepared Speaker 1		
Prepared Speaker 2		
Prepared Speaker 3		
Prepared Speaker 4		
Table Topic Speaker 1		
Table Topic Speaker 2		
Table Topic Speaker 3		
Table Topic Speaker 4		
Table Topic Speaker 5		
Table Topic Speaker 6		
Table Topic Speaker 7		
Table Topic Speaker 8		
Evaluator 1		
Evaluator 2		
Evaluator 3		
Evaluator 4		



Helping anxious public speakers move from
frantic towards confidence

Thank You!

Hope you have found some value here for your journey
as a public speaker.

*For more tips on Toastmasters and Public Speaking, go to
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