



# TOASTMASTERS INTERNATIONAL, OMAN ( Oman Gavel clubs )

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## TIMER

### Time Keeper

This Gavelier is responsible for time management of the day's proceedings. He manages the schedule as per the time limits given in the agenda and indicates to the participants by way of displaying colour cards or coloured lights. The Time Keeper's responsibility starts from beginning of the meeting and continues until the President adjourns the meeting.



#### PROCEDURE:

**Shake hand with Gavelier of the day.**

Gavelier of the day, Fellow Gaveliers and guests

I am the time keeper for the day. Today we have ..... project speeches. The time allotted for these **speeches** are

**Ice breaking** 4 to 6 minutes

At the end of **4<sup>th</sup> minute**, I will show **Green**

**5<sup>th</sup> minute Yellow**

**6<sup>th</sup> minute Red**

**For other speeches 5 to 7 minutes**

At the end of **5<sup>th</sup> minute**, I will show **Green**

**6<sup>th</sup> minute Yellow**

**7<sup>th</sup> minute Red**

There will be 30 seconds grace period to close your speech

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For **Table topics**, time allotted is 2 minutes

At the end of 1 minute, I will show **Green**

**1 ½ minute, Yellow**

**2 minutes Red**

There will be 30 seconds grace period to close your speech

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Prepared by : **L.Srikumar Pai, DTM**

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For **Evaluation**, time allotted is 3 minutes

At the end of 2 minutes, I will show **Green**

2 ½ minute, **Yellow**

3 minutes **Red**

There will be 30 seconds grace period to close your speech

I request all of you to follow these timing rules.

I will be back with my report at the end of the session. **Over to you** Gavelier of the day.

Shake hand the Gavelier of the day and go back to your seat. Note down the time taken by the role player

### **Report ( at the end of session)**

Shake hand with toastmaster of the day

Toastmaster of the day, Fellow toastmasters and guests

It is my pleasure today to give my timers report

### **SPEAKERS**

Speaker -01

Speaker -02

Speaker-03

### **TABLE TOPICS SPEAKERS**

**1.**

**2.**

**3.**

**4.**

**4.**

**5.**

### **EVALUATORS**

Evaluator-01

Evaluator-02

Evaluator-03

**Over to you Toastmaster of the day**

Shake hand the toastmaster of the day and go back to your seat



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