

Quiz Master

One of the skills Toastmasters practice at every meeting is active listening. This skill is critical in effective communication because it is the first step in understanding the people that you are communicating with.

As the Quiz Master, you are responsible for listening closely to all of the people that speak during the meeting and preparing a list of questions. Your questions will test the member's active listening skills and their attention throughout the meeting. Serving as Quiz Master is an excellent opportunity to practice active listening, asking questions and giving a report.



Here's how to succeed as Quiz Master:

1. Before the meeting, confirm your role with the General Evaluator.
2. If this is the first time as Quiz Master, the General Evaluator can give you some guidance about how many questions are asked at a typical meeting.
3. Throughout the meeting, listen carefully to each speaker. When you hear a fact like the name of someone's child, favourite colour, type of car they drive, etc, write down a question for your quiz.
4. Try to compose questions for each segment of the meeting e.g. opening remarks, Table Topics, prepared speeches, evaluations.
5. After the speech evaluations, the General Evaluator will call on you to give your report. Stand and ask each question in your quiz.

Take on this role and the skills you gain will serve you well in your private life and your career. People appreciate communicating with someone who actively listens first and demonstrates genuine understanding.