



SAFRA TOASTMASTERS CLUB

Ah Counter Checklist of Duties

Before the Meeting

- ❖ Prepare a brief explanation of your duties for the benefit of the guests.
- ❖ Obtain the record sheet or blank paper from the Sergeant-At-Arms to make notes.

During the meeting

- ❖ Record the number of times a speaker uses words and sounds as well as repeated words/phrases as “pause fillers” during the meeting.
- ❖ Repeated words/phrases could include, “I”, “I”, “this means”, “this means”.
- ❖ Pause filler words such as “Well”, “You know”, “I mean”, “OK”, “So”, “And”, etc.
- ❖ Pause filler sounds such as “Ah”, “Um”, “Er”, “Yah”, etc.
- ❖ Listen and write down the number of pause fillers used by every speaker.
- ❖ When called upon to make a report, stand at your seat and report. Suggested report sequence is as follows:
 - ✓ Highlight the speakers who used absolutely no pause fillers; and

- ✓ Mention the speakers who used pause fillers, report in detail.

After the Meeting

- ❖ Give the completed report to the Treasurer for collection of fines.
(Guests are exempted from this).