LISTENING MASTER

The primary purpose of the Listening Master is to sharpen our powers of observation by encouraging everyone to listen. The Listening Master keeps track of key ideas, facts, or points during the speeches, and also during the evaluations, table topics, or even education modules. The Listening Master will then quiz and encourage everyone to answer questions.

**Before the Meeting**

There is really quite little you can do to prepare for this role. You will need to think quickly during the meeting to come up with questions. You may refer to the guidelines above or develop your own style.

**During the Meeting**

* When introduced by the Toastmaster-of-the-Day, the Listening Master should explain his/her role to all members & guests present.
* Keep track of key ideas, facts, or points during speeches, evaluations, Table Topics, presentations, and the Toastmaster-of-the-Day's comments & form your questions.
* When called upon, the Listening Master will quiz participants to answer questions.
* For example, the Listening Master might ask, "What is the speaker’s favorite color?" if something was mentioned by the speaker in that regard. You are allotted five minutes for your segment.

**GuideLines**

* Alternate between asking the question before selecting someone to answer and calling on someone and then giving them the question. You may also ask anyone "from the floor" to reply to a question.
* Questions must be phrased and stated clearly, with answers from participants accepted graciously and harmoniously, even when the atmosphere becomes lively, as often happens.
* Some may be reluctant to answer; gently encourage as much participation as possible while avoiding embarrassing anybody.
* You may also need to gently quiet louder, more dominant types who want to answer every question. Use "Let's see who else was listening" or something equally polite but clear to give the less vocal a chance, and to involve the overly shy.
* You may have to give people hints if you were listening better than everybody else or if your questions are very detailed