



Email Templates

Have a new role and need an email template to help you getting started? No problem, we've got you covered!

Toastmaster Email Template

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Hello Career Builders Toastmasters!

I will be your Toastmaster for our upcoming meeting on Monday. In order to run the meeting as smoothly as possible, please send the following information ahead of time:

### Speakers:

1. Name of the Path you are on.
2. Path speech level you are on, and the project you are completing.
3. Speech title.
4. An Introduction to your speech.
5. The Evaluation form for your speech, submit to your evaluator, along with what you'd like them to keep an eye out for.
6. Request time frame, pre approved by the VPE (Vice President of Education).

### Grammarian:

Please send the Word of The Day to the Vice President of Education so they can add it to the Agenda ahead of time.

## Roles for Monday's Meeting:

### Speakers:

Speaker #1 - NAME

Speaker #2 - NAME

Speaker #3 - NAME

### Evaluators:

Evaluator #1 (for Speaker #1) - NAME

Evaluator #2 (for Speaker #2) - NAME

Evaluator #3 (for Speaker #3) - NAME

Ah Counter: NAME

Grammarian: NAME

Timer: NAME



Designed by Career Builders Toastmasters, San Diego (2020)

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