

Toastmasters Meetings – Forms of Address

Opening Greeting

At the start of your assignment, address the person who is in control of the meeting at that time:

‘Chairman Jeff, Toastmasters and Guests’

or

‘Chairman Jeff, fellow Toastmasters and Guests’

or

‘Table Topics Master Paul, fellow Toastmasters and Guests’

or

‘Toastmaster Darren, fellow Toastmasters and Guests’

Personalise by addressing the guests by name

Obviously Omit ‘Guests’ if there aren’t any

Alternative Titles

The Chair: Mr Chairman, Madam Chairman, Madam Chair, Chairman Jeff, Chairman Annie

Table Topics Master: Mr Table Topics Master, Madam Table Topics Master, Table Topics Master Paul, Table Topics Master Andrea

Toastmaster: Mr Toastmaster, Madam Toastmaster, Toastmaster John, Toastmaster Courtney

To close

At the end of your assignment, hand back by saying:

‘Madam Chair / Mr Chairman, that completes my assignment
and optionally:

‘... and I hand control of the meeting back to you’