



# Active Listener Script and Log

Ghaziabad Toastmasters Club

## Listener Role

### How This Role Benefits the Club

Active listening is a crucial skill for effective communication. As the Listener, you help reinforce this by encouraging members to stay engaged throughout the meeting. Your role adds an interactive and fun element by testing how well attendees remember details from the session.

### Responsibilities of the Listener

1. *Explaining the Role* – At the beginning of the meeting, you will be called on stage to briefly explain your role to the audience.
  2. *Taking Notes* – Throughout the meeting, listen carefully to speeches, table topics, and other discussions, noting interesting details.
  3. *Preparing Questions* – Formulate short, one-word-answer questions from any part of the meeting (not just speeches).
  4. *Presenting the Listener's Report* – At the end of the meeting, when called by the General Evaluator, you will return to the stage to ask your questions and test the audience's attentiveness.
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### Before the Meeting

- Prepare a short explanation of your role.
- Obtain a copy of the Listener's Report or use a blank sheet of paper to note key details.

### During the Meeting

- Pay close attention to everything—from speeches and table topics to introductions and announcements.
  - Write down 4-5 short, one-word-answer questions based on what happens in the meeting.
  - Keep the questions simple and avoid complex or long responses.
  - Adjust the number of questions based on the available time—ask only one or two if the meeting is running late.
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### Explaining the Role (At the Beginning of the Meeting)

*(When called on stage, say:)*

*Mr./Madam General Evaluator, fellow Toastmasters, and guests,  
Listening is just as important as speaking. As the Listener, my role is to carefully observe the meeting and note key details. At the end, I will ask a few short questions to test how well everyone was paying attention. So, stay alert—you never know what might turn into a question!*

*(Pause briefly, then hand over the stage.)*

*Back to you, Mr./Madam General Evaluator.*

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### **Listener's Report (At the End of the Meeting)**

*(When called upon by the General Evaluator, return to the stage and say:)*

*Mr./Madam General Evaluator, members, and guests,  
I have prepared a few quick questions to check how closely everyone was listening. Let's see who remembers the details!*

*(Ask the questions one by one, allow responses, and confirm the correct answer.)*

*Sample Questions Format:*

*Question 1: What was the Word of the Day?*

*Answer: [Word]*

*Question 2: Who delivered the second prepared speech?*

*Answer: [Name]*

*Question 3: What was today's Table Topics theme?*

*Answer: [Theme]*

*Question 4: Which filler word was used the most today?*

*Answer: [Filler word]*

*Question 5: Who was today's Timer?*

*Answer: [Name]*

*(Conclude with a short closing remark.)*

*That concludes my report. Thank you for your attention. Back to you, Mr./Madam General Evaluator.*

*(Wait for the General Evaluator to take over before stepping down.)*