

"Buch"master meetings are highly structured and designed to give as many people as possible a chance to participate and practice their rhetorical as well as communication skills. Here are the job responsibilities and procedures:

1. Master "Buch"master [MB] – this member opens the meeting and makes sure the meeting runs smoothly (aka "The Master of Ceremonies"). He or she is responsible for the following:
 - ☞ Contact all scheduled participants the night before the meeting to remind them of their assignments.
 - ☞ Print a call log from the class website and document the contact made with scheduled participants.
 - ☞ Submit all these materials to me prior to the start of the meeting.

To start => The MB welcomes the group and begins the meeting by introducing the...

2. Timer [T] – this member is responsible for recording all timed speeches. He or she is responsible for the following:
 - ☞ Print a timer log from the class website the night before the meeting
 - ☞ Type up a detailed agenda of the scheduled speakers. Print 3 copies – one for me, one for you, and one for the Master Buchmaster.
 - ☞ I will provide a stopwatch and time cards.

Then => The MB introduces the...

3. Wordmaster [WM] – this member presents a word that will build the class's vocabulary (previous vocabulary words prohibited). He or she is responsible for the following:
 - ☞ Create a PowerPoint that includes (1) the word, (2) POS, (3) definition, and (4) 2 example sentences.
 - ☞ Distribute a slip of paper to each student that includes the above information.

**Although creativity is key, please make sure that it is a word that can be integrated into the meeting.

****Throughout the meeting, all members must use the word as much as possible.**

Then => Control is returned to the MB who then introduces the...

4. Table Topics master [TT] – this member is responsible for creating at least 8 impromptu topics. Each question must be written on a notecards and handed to me at the beginning of class. The more creative the better.

Then => Control is returned to the MB who then introduces the...

5. Impromptu Speakers - these members are randomly selected at the beginning of class and given one of the topics created by the Table Topics Master [TT]. He/she will speak on that subject for at least 30 seconds. These short mini-speeches will be timed and graded based on speaking skills.

Then => Control is returned to the MB who then introduces the...

6. Prepared Speakers [PS1, 2, 3, 4, 5] – these members will each present an **original** prepared speech from 3-4 minutes. The speech must be submitted to Turnitin.com before the scheduled presentation (maximum of 1% matching). Grading is based on creativity of topic and mastery of speaking skills.

Then => After these speeches, the MB will then introduce the...

7. Evaluators [E1, E2, E3, E4, E5] – these members give oral evaluations of their respective prepared speaker. The evaluations are at least 30 seconds and are timed. All evaluations should be constructive and emphasize strengths and weaknesses. Furthermore, they should address the speaker's topic, organization, and speaking skills. Grading is based on thoroughness of evaluation.

Then => Control is returned to the MB who then introduces the...

8. Grammarmaster [GM] – this member keeps track of the other members' use of grammar, fillers, and other verbal miscues. The Grammarmaster gives a short presentation on his/her findings. The grammarmaster log is found online and should be printed out prior to class. Grading is based on thoroughness of evaluation.

Then => Control is returned to the MB who then...

9. Takes brief comments from anyone in the meeting. When complete, the meeting is adjourned.

The grade breakdown for each of the assigned roles is as follows:

1. Master "Buch"master [MB]

	Prints and records contacts on call log (linked online)	10
	Runs the meeting enthusiastically	10
	Total	20

2. Timer [T]

	Prints and records times on log (linked online)	10
	Holds up time cards at appropriate times	10
	Total	20

3. Wordmaster [WM]

	Selects a unique word (creativity evident)	5
	Creates a PowerPoint slide with word, pos, and definition as well as 2 quality sentences using word	5
	Provides a small handout for each student	5
	Explains word to class	5
	Total	20

4. Table Topics master [TT]

	Engaging questions written or typed on cards (creativity evident)	10
	At least 8 questions are submitted	5
	Questions turned in at the beginning of class (please give them to me ASAP)	5
	Total	20

5. Impromptu speakers

	See rubric	20
	Total	20

6. Prepared speakers [PS1,2,3,4,5]

	See rubric	40
	Total	40

7. Evaluators [E1,2,3,4,5]

	Feedback is specific, thoughtful, and constructive	10
	Provides constructive criticism on peer speaker for at least 45 secs	10
	Total	20

8. Grammar master [GM]

	Prints and records miscues on log (linked online)	10
	Accounting of verbal miscues is accurate and specific (linked online)	10
	Total	20