**TENTATIVE STRUCTURE OF A SESSION:**

**Objective is to encourage everyone, make every one speak on stage, participate in the proceedings of the session so that they do not feel bored and help them improve.**

* **Sergeant at arms:** Books the room, writes meeting no., date etc. on the board before the session starts, and ensures all logistics are in place. Will welcome all to the session, announce the protocols and introduce the master of the session.

 **Protocols:** every stage handover will take with a shake of hands. The beginning and end of a speech or role-play will be marked by a round of applause. No explicit discussion/mockery about sex, religion and politics. Mobile phones on silent mode**(2-3 mins)-Kamlesh**

* **Master of the session:** Plays **eloquence video** to begin the session. Speaks about theme of the session. Briefs about proceedings of the session. Welcomes the new members/guests by asking them to introduce themselves. Introduces **timer, grammarian and ahcounter** for the session. Introduces **the random master, general evaluator, evaluators** and **extempore n debate master.(10 mins)**
* **Timer:** Introduces himself and defines his role as to keep a tab on time taken by each speaker and role player on stage.**(1min)**
* **Grammarian:** Introduces WOD (word of the day),its usage etc. , writes the same on board. Announces that whoever uses the WOD will get **an extra round of applause**, keeps a note of good usage, not so good usage(grammatical errors), pronunciation mistakes etc.**(2 mins)**
* **Ah counter:** Introduces the crutch/filler words and keeps count of the same (Ah, umm, err, so, but, actually, basically, then etc.)**(1 min.)**
* **Extempore and Debate master:** welcomes speakers on stage, announces the rules of each section (extempore topics on the spot, debate topics were written on board before the session begins).Hands over stage to the random master.**(20-30 mins)**
* **Random master: this section is a surprise. He/she has to plan a game/fun event(will discuss) to make every one enjoy /laugh, learn at the same time.(10 mins)-Anush**
* **General Evaluator:** Acts as a mirror of the session, asks for reports from timer, grammarian and ah counter and three evaluators. Gives over all feedback on the session. Hands over to the master of the session. **(15-20 mins)**
* **Master of the session:** Thanks every one announces the next session etc. Plays **last sessions’ video** to mark the end of the session.**(5 mins)**