

Purpose:

The purpose of the AH counter is to note words and sounds used as a “crutch” or “pause filler” by anyone who speaks during the meeting. These words and sounds take away from a speaker’s presentation and credibility.

Words may be inappropriate interjects such as “and,” “well,” “but,” “so,” or “you know.” Sounds may be “ah,” “um,” or “er.”

You should also note when a speaker repeats a word or phrase such as “I, I”, or “This means, this means.”

Before the Meeting:

Prepare a short description of your duty. In your short presentation, (30 seconds to 1½ minutes) explain what you are going to do and why you do it.

- Explain that AH’s etc, are distracting, unpleasant to listen to, and may be interpreted as poor preparation on the part of the speaker.
- Explain that you will be paying attention to all speakers during the meeting and tallying the words and sounds you hear and that you will report your findings during the evaluation section at the end of the meeting.
- Explain that you will be highlighting those people with few or no AH’s in your report. Let people know they can get their individual results after the meeting.

Upon Arrival at the Meeting:

- Pick up the Ah Counter form from the Chair or the Secretary.
- Add any missing or new members to the Ah Counter list

During the Meeting:

- When introduced by the Chair, explain your duty.
- Throughout the meeting, listen to everyone (except guests) for “crutch” sounds .
 - ❖ Keep a tally of the number of these sounds for each person on the list. Just remember you probably won’t hear every one – just do the best you can.
 - ❖ Also write down a few examples of the sounds or words used by people.
- When introduced by the General Evaluator, give your report.

- ❖ Highlight those people who had few or no filler words or sounds. (Positive reporting)
- ❖ Give some examples of words and sounds you heard during the meeting that members should avoid using next time.
- ❖ Mention someone by name if you have noticed a big improvement.

After the Meeting:

- Provide personal results if asked.
- Give the form to the Secretary for inclusion in the minutes.