

# Table Topics Master

---

## Before the Meeting

To prepare for the Table Topics Master role, choose about 10 – 12 topics (you need more for the meetings held on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Tuesdays) prior to the meeting. Don't limit your choices to those that the majority will find easy as this will not challenge the members and help them develop their ability to "think on their feet."

## At the meeting:

1. Wait for the Chairperson to introduce you.
2. Explain the purpose of Table Topics. (Table Topics provide an opportunity for everyone to speak at a meeting and give members the chance to practice and improve impromptu speaking skills. Each Table Topic speech should have the components of a longer speech, with an opening, body, and conclusion, as well as body language and eye contact.)
3. Introduce the Ah-counter, Grammarian, Timer/Awardsmaster, Quizmaster and Table Topic Evaluator (if applicable). Ask them to explain their roles to the group as you introduce them (or explain these roles yourself).
4. Describe the Table Topics theme for the evening, if any. Include the length of time for the topics, instructions to the Timer regarding the lights, and any other instructions specific to your topics.
5. Read each topic aloud and select a speaker to respond to it. When a member is finished speaking, lead the applause.
6. Watch the time and when 1 - 2 minutes remain (3 – 5 minutes if the evening's agenda includes a Table Topics Evaluator), call for a Timer's report.
7. Ask members to vote for the best eligible (must have spoken for at least one minute and no longer than 2 minutes 30 seconds) Table Topics.
8. Introduce the Table Topics Evaluator if there is one, and remain near the lectern to thank the evaluator when s/he is finished.
9. Return control of the meeting to the Chairperson.

## General Points for Topicmaster

- Choose speakers who don't already have speaking roles for the evening first. Call on people who are giving speeches, the Chairperson, Toastmaster, and Evaluators only if time allows
- Before the meeting starts ask guests if they want to participate. Only call on them if they indicate that they're comfortable with you doing so.
- Call on speakers at random, rather than in any obvious order so that people will not anticipate who will be next.
- The purpose of the Table Topics is NOT to stump the participant. Find topics of general interest.
- Find ideas for Table Topics on the internet (Google "Table Topics") or at the link in the Resources area of the website.