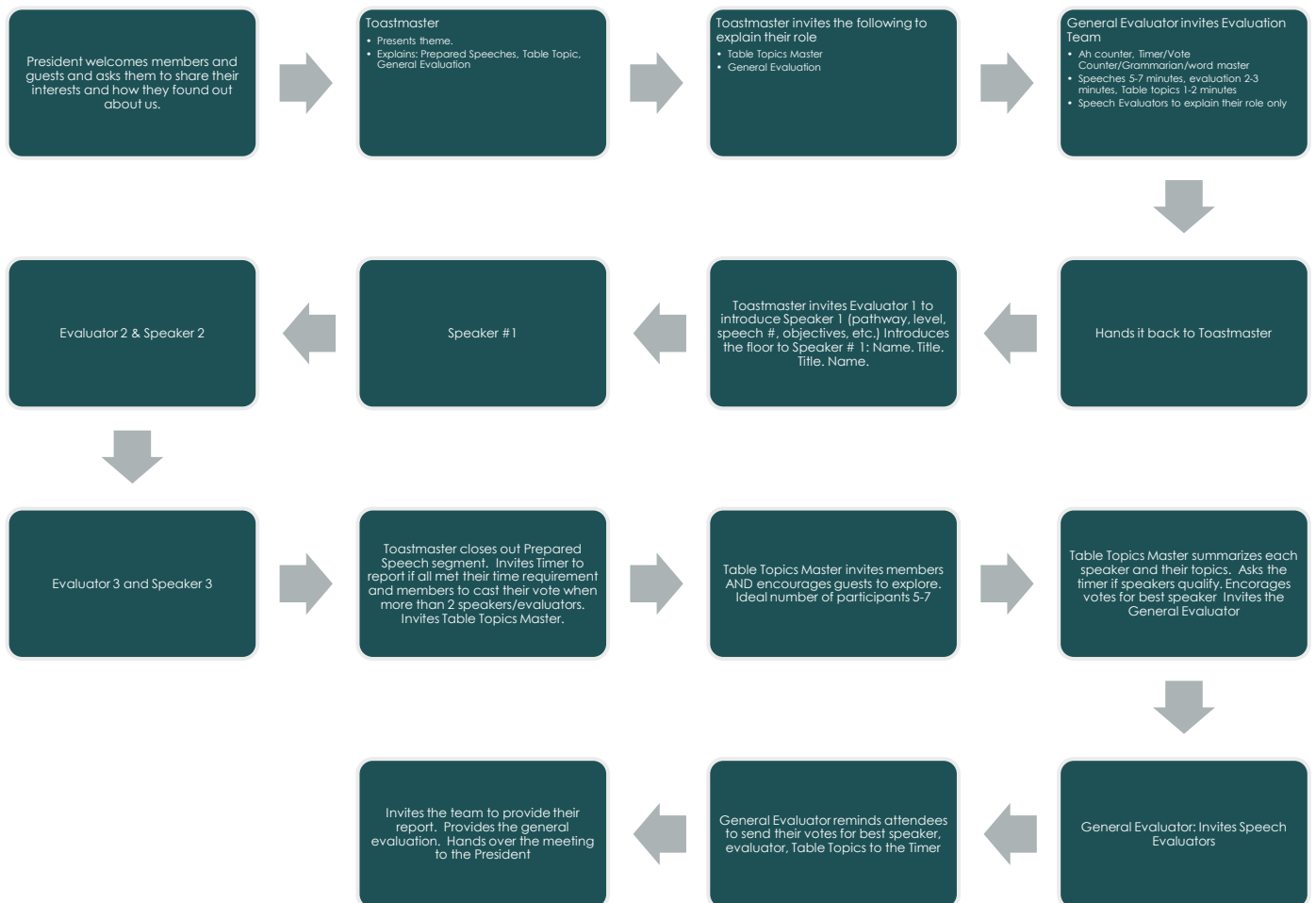


When you are the Table Topics Master

1. You create about 10 topics.
2. Ideally, based on the theme of the day or something relevant
3. You provide 7-8 members who have not spoken yet to participate.
4. You encourage guests to try it out.
5. Before you close out your segment, review the topic and the speaker and ask the best speaker vote to be sent to the vote counter.
Encourage guests to participate in the voting as well.
6. Be sure to keep an eye on the time.

Flow Chart



Copied and pasted below from A Toastmaster Wears Many Hats

The Table Topics® session is the portion of the meeting designed to give every member and guest of the club an opportunity to speak extemporaneously for a minute or two. The Topicsmaster is responsible for preparing and issuing an original, creative topic or topics. Each speaker may be given an individual subject or presented with a choice of subjects from which they choose or draw at random.

Serving as Topicsmaster supports leadership skills including planning, preparation, organization, time management, and facilitation.

Prior to the Meeting

Confirm any scheduled meeting theme with the Toastmaster. If one has been selected, choose topics that coordinate well with that theme. If there isn't a theme, choose a wide selection of topics. Avoid repeating Table Topics from recent meetings.

Create a list of speakers, evaluators, General Evaluator, and Toastmaster for the meeting so you can call on other members first. If time permits, call on participants already scheduled to speak.

During the Meeting

When introduced, briefly state the purpose of the Table Topics session.

Announce your topics and keep your remarks brief but enthusiastic. If the club has a word of the day, encourage speakers to use it in their responses.

Review the maximum time allowed for each speaker's response and remind members of the timing signal if the timer hasn't already done so.

State the question or topic and randomly select a member to respond. Working through members randomly supports the impromptu nature of Table Topics.

Keep your comments short. Your job is to give others a chance to speak.

Check the printed agenda for the time allotted to Table Topics and adjust the number of questions or topics to end your segment on time. Even if you start late, adjust your time so the meeting ends at the established time.

If your club presents a Best Table Topics Speaker award, ask the timer at the end of the Table Topics session to report those eligible for the award. Invite members to vote for Best Table Topics Speaker and pass their votes to the sergeant at arms or vote counter. If the club has a Table Topics evaluator, ask for his or her report and then return control of the meeting to the Toastmaster.

Resources

TableTalk (Item 1318)

Master Your Meetings (Item 1312)