

## Table Topics Master

*The Table Topics Master chairs a session of impromptu speaking topics. The purpose is to help members think on their feet, by speaking without notice on subjects of 1 to 2 minutes each. It also allows speaking opportunities for those not scheduled on the agenda.*

TASKS	Done = ✓
<b>PRIOR TO THE MEETING</b>	
Ask the Toastmaster if there is a theme for the meeting. If there is a theme plan questions that are relevant to it.	
Draw up a list of questions using the internet and newspapers for inspiration. You can use a central idea to tie them together, but be careful not to repeat one that was used by a Table Topics Master in the club recently.	
Select Topics that the speakers could be expected to talk about without difficulty. The goal is to generate speeches - not catch them out!	
Questions should be short, succinct and single part. For example rather than asking 'what is your favourite drink and why' ask 'what is your favourite drink'.	
Phrase your Table Topics questions simply, so that they will be clearly understood by the speaker.	
Plan your introduction to the Table Topics section. See the example introduction below.	
<b>DURING THE MEETING</b>	
Give your CL manual to any Toastmaster in the room with some experience and ask them to write comments about your performance in any project you need to complete.	
At the beginning of the meeting, draw a list of Table Topics speakers in the following order of priority: <ul style="list-style-type: none"> <li>- Members without roles (can be chosen without prior notice)</li> <li>- Guests (ask beforehand)</li> </ul> Ask a committee member if you are not sure who are the members present on the night.	
When introducing the Table Topic session, try not to say that 'this is now the best part of the meeting' or 'the most awaited part of the meeting' as it may sound unfair for the speakers having spoken or are yet to speak. Explain why being able to think on your feet is important in work and/or social contexts, i.e. the Elevator Speech etc. The aim is to relax everyone though, or at least not make them any more nervous!	
<p><b>Example Introduction</b></p> <p><i>Good evening Mister President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.</i></p> <p><i>Table Topics allows us to develop our impromptu speaking skills so that we can learn to think on our feet. These are the skills we need when attending job interviews, attending meeting or maybe when you're unexpectedly asked to your point of view.</i></p> <p><i>Table Topics are specifically designed to develop 4 essential communications skills -- Listening - Thinking - Organising - Speaking</i></p> <p><i>The speaker will be answering an unrehearsed question to the times shown on the agenda. The Timer will display the cards to indicate the time reached.</i></p> <p><i>At 1 minute the Timer will show the green card</i></p> <p><i>At 1½ minutes the Timer will show the yellow card;</i></p> <p><i>At 2 minutes the Timer will show the red card</i></p>	

<p><i>After you see the red light, you have maximum 30 seconds to finish your topic. Once you see the green light, you have met your goal and you can now start to wrap up your talk. After this session we will be voting for the best table topics speaker to make a note of the speakers names during the session. You will be reminded of the speakers during the Timekeeper's report that follows this session.</i></p>	
<p>Recapping the timing is important if guests are taking part in the session.</p>	
<p>Give the first question to an experienced member to help new members and guests feel at ease as they see how it's done before they speak.</p>	
<p>For each Table Topic, start by slowly and clearly reading the question – repeat the question then give the name of the speaker who will to answer the Topic. Doing so holds everyone's attention and ensures you won't have to repeat yourself.</p>	
<p>Make sure you sit down and leave the speaking area to the Table Topic speaker delivering their speech.</p>	
<p>Keep your comments short in between the Table Topic questions.</p>	
<p>The maximum number of Table Topics questions to ask is 6.</p>	