

Table Topic Master

The Table Topics Master organizes a brief impromptu speaking session for the meeting. There are lots of creative ways this can be done; visit www.nt.net/toastmasters and look at the Speaker's Resources pages to get some ideas.

Checklist

2-3 days Prior to the Meeting

- Review the section near the end of the Basic Manual entitled: "How to Lead as Table Topic Master".
- Check with Toastmaster to determine meeting theme, as you may wish to match it
- Prepare at least 10 brief, general questions that members can easily respond to
- If necessary, prepare small numbered slips of paper that speakers can draw to determine their speaking sequence

Before the Start of the Meeting

- Discuss role with Toastmaster and confirm timing on the Agenda
- Ensure that "Impromptu Speaking" guidelines are laid out in view of members; these are located in the Storage Area

During Table Topics Component

- When called upon by the Toastmaster, take over the podium and make *brief* opening remarks. If necessary, give a *brief* explanation for this part of the meeting and/or restate the time requirements (advisable if you intend to call newer members).
- Call on individual members (or have them draw numbers) to come to the front and choose a question
- Welcome speakers to the front by leading applause, then shake his or her hand and step to the side, turning over the lectern to the table topic speaker
- Observe the speaker carefully, and be ready to step forward when the speaker has finished so that you can shake his or her hand and lead applause as the speaker makes his or way back to the table
- After all speakers have spoken, call on the Timer for a Timer's Report to ensure that everyone qualified
- Ask members to take a moment and vote for Best/Most Improved Speaker. Ensure that the voting cup is passed around the tables so that everyone can submit their "ballot"

NOTES:

- Try to make the questions brief and very general.
- The basic objective of the question is *not* to put the speaker in a tough position; it is to provide a reasonable challenge to develop an spontaneous speech of a minute or two.
- Current events, dream vacations, opinions on this or that, humorous situations, etc., are fine. Just try to come up with a question that allows the respondents to "show their stuff".