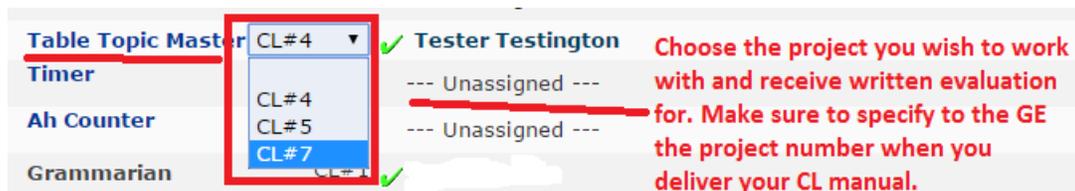


Table Topics Master - The extemporaneous educator

Table Topics gives members who aren't assigned a speaking role the opportunity to speak during the meeting. The Topics master challenges each member with a subject, and the speaker responds with a one- to two-minute impromptu talk.

The Topics master role's provide you with an opportunity to practice planning, preparation, organization, time management and facilitation skills; your preparation and topic selection help train members to quickly organize and express their thoughts in an impromptu setting. Preparation is the key to leading a successful Table Topics session.

- Check with the Toastmaster to find the theme of the meeting; try to prepare topics reflecting that theme.
- Select subjects and questions that allow speakers to offer opinions. Do not make the questions too long or complicated and make sure they do not require specialized knowledge. Phrase questions so the speakers clearly understand what you want them to talk about.
- Remember, too, that your job is to give others a chance to speak, so keep your own comments short.
- You also have to receive written evaluation on your performance as Table Topics Master. From your competent leadership manual, choose the project number you want to work with and develop special skills. Prepare for this project and at the meeting give your CL manual to the GE in order to receive written evaluation. Remember to check on easy speak that your role at Topics master is registered on the project number of your choice.



When the Toastmaster introduces you, walk to the lectern and assume control of the meeting by briefly state the purpose of Table Topics and mention any theme. If your club has a word of the day, encourage speakers to use that word in their response. Be certain everyone understands the time they have for their response and how the timing device works

Guidelines for running the table topics portion:

- Call on guests and members with no role at the meeting to respond first. You can call on program participants (evaluators, speakers, GE, and Toastmaster go last) at the end of the topics session if time allows.
- Give speakers a different topic or let them randomly choose one without knowing the content of it. Wait for speakers to volunteer to come up, eventually call on speakers at random. Avoid going around the room in the order in which people are sitting.
- Do not ask two people the same thing unless you specify that each must give opposing viewpoints.
- Ask the speaker to read aloud the topic they got and remind them they have 30 seconds to prepare.
- You may wish to invite visitors and guests to participate after they have seen one or two members' responses. However, let visitors know they are free to decline if they feel uncomfortable.

Watch your total time. You may need to adjust the number of questions so your segment ends on time. Even if your portion started late, try to end on time to avoid the total meeting running overtime.