

Table Topics Master

Role Guide Version 2.1

Introduction

The Toastmaster program has a tradition – every member speaks at a meeting. The Table Topics session is that portion of the meeting which insures this tradition. The purpose of this period is to have members “think on their feet” and speak for a minute or so. The Table Topics Master prepares and issues the topics; originality is desirable as much as possible. Each speaker may be given an individual subject or a choice of subjects maybe presented from which the members can draw at random.

Format

- Open the session by explaining to the audience the purpose of Table Topics and introduce the theme of the Table Topics session.
- The maximum number of table topic speakers is flexible according to time management but usually four table topics are offered.
- The time limit is 1 to 2 minutes with a 30 seconds grace period.

CL Manual Progress

This role will also count towards several projects in the CL manual. Please bring your manual and find your evaluator so you can receive credit towards your CL certification.

Prior to the Meeting

Check with the Toastmaster to find out if there is a theme. It is suggested that you prepare topics to carry out that theme but it is not mandatory. Do not repeat the previous week’s Table Topics ideas or items.

When choosing your specific questions, select ones that will inspire the speakers to expound on them, give their opinions, etc. Do not make the questions too long or complicated.

During the Meeting

Try to determine members who do not have speaking roles for the upcoming meeting and choose those participants. A simple way is to check the agenda. Members have priority over guests. It is advised to call on speakers on randomly but try to avoid first time guests.

Phrase your questions in such a way that the speaker clearly will know what you want them to talk about. Keep your comments short after each table topic speaker has finished. Your job is to give others a chance to speak, not to give a series of mini-talks yourself.

Remember, Table Topics has a twofold purpose: First to give everyone in the room an opportunity to speak especially those members not on the program and second, to get people to learn to “think and speak on their feet”.

When introduced by the Toastmaster briefly state the purpose of the table topics session. Encourage speakers to use the “Word of the Day”. Make sure to state the question briefly first then call on the respondent.

At the end of the session call upon the timer to ask for the timer’s report for those eligible for the “Best Table Topics Speaker Award”. At the end of the session, return your control back to the Toastmaster.

Timer Limit is 10 to 15 minutes