

Checklist for Table Topics Master

Table Topics is that session of a Toastmasters meeting where we are given the opportunity to practice impromptu speaking.

A Table Topics Master (TTM) is the one who hosts this session. He/she calls upon members (as well as guests) and gives them a topic to speak upon for 1 to 2 minutes.

The session of Table Topics session In Camera takes a total of 15 minutes.

Taking on the role of Table Topics Masters improves organization skills, time management and facilitation skills.

The Table Topics Master delivers the Table Topics® portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting.

As Topicsmaster, you:

- ❖ Select topics in advance of the meeting that allow speakers to offer opinions.
- ❖ Give members who aren't assigned a speaking role the opportunity to speak during the meeting by assigning impromptu talks on non-specialized themes or topics.
- ❖ Don't ask two people the same thing unless you specify that it is to generate opposing viewpoints.

Before the meeting

Prepare the topics for table topic session. Prepare at least 7 topics, to 10 topics, which the audience can speak upon.

Contact the Toastmaster of the Day and find out the theme of the meeting. Prepare speech topics around that theme for consistency.

The timing for a Table Topics session is 1 to 2 minutes. 1 minute is the minimum time, 1:30 minutes is the target time and 2 minutes is the maximum time. Speakers are allowed to speak for a maximum of 2:30 in a Table Topic before being disqualified.

Make sure to mention that this session is open for members as well as for guests. Also, you can reiterate the Word of the Day stated by the Grammarian and encourage speakers to use them in their Table Topic speeches.

In Camera Online Toastmasters Club

During the meeting

When introduced by the Toastmaster, please state the following:

"Greetings Mr./Madam Toastmaster, fellow Toastmasters, and guests. The purpose of the Topicsmaster is to facilitate Table Topics®, where guests and members will have the opportunity to practice their impromptu speaking. I will introduce a topic and call on speakers, who will be given one to two minutes to speak on the subject.

Thank you Mr./Madam Toastmaster."

Further information on the Toastmaster role:

<https://www.toastmasters.org/membership/club-meeting-roles/topicsmaster>

Topics

When you are preparing topics for a Table Topics session, here are few things to keep in mind:

Keep the topics related to the theme.

Keep the topics fairly simple to speak on. The idea is to encourage people to come on stage and practice improvisation. Giving difficult topics and having members speechless on stage won't help that much

One way to determine the difficulty of the topics is to ask yourself if you yourself would be able to speak on the topic for a minute. If you find it doable, include that topic.

It's always better to have a slightly higher number of topics than you expect so in case you can call on more speakers, you don't run out of topics. Having extra won't hurt.

Try and have a few topics which call for humour. This will make the entire session a lot more entertaining.