

OVERVIEW

In Table Topics, Toastmasters and guests (at their option) have the opportunity to practice extemporaneous speaking.

As the Table Topics Master, you create a series of questions (ideally, related to the theme) for people to answer. The idea is to make it creative and fun for everyone.

You also chose the word of the day, which participants have to use in order to qualify for voting for Best Table Topics.

INSTRUCTIONS:

PRIOR TO THE MEETING:

1. Find out the theme of the meeting from the Toastmaster, who should contact you by the Sunday prior to the meeting.
2. Depending on how much time the speaking portion of the meeting is, prepare 6 to 8 brief questions, based on the theme. Coordinate this number with the Toastmaster. You can be as creative as you'd like with the format. Read Page 73 of your "Communication & Leadership Program" manual (the one with all your speech objectives). It tells you all you need to know about preparing your portion of the meeting.
3. Identify a word of the day. Type it and its meaning in large text (fill 8.5" x 11" sheet) so that everyone can read it.

During the meeting:

1. Prior to your part of the meeting, as best you can, identify who you are going to ask to speak for Table Topics. The people who typically don't speak for this are the scheduled speakers, Toastmaster of the Meeting, General Evaluator, Timer, Grammarian, Videographer, and Evaluators. If you are hard pressed for speakers, you may ask the Videographer or Evaluators. If you have time before the meeting you may ask guests if they would like to participate.
2. When asked to come up by the Toastmaster, come to the podium with your questions, the word of the day and some tape.
3. Explain how Table Topics works. (Extemporaneous speaking on a topic. etc.)
4. Read the word of the day. Tape it to the front of the lectern. Ask someone to use the word in a sentence.
5. If you haven't had a chance, ask the guests which of them would NOT like to participate.
Remember to ask MEMBERS the first few questions so the guests see how it works.
6. For each question, read the question and call up each person to read.

After the last question has been answered:

7. Ask the Timer to name who qualified based on time.
8. Ask the Grammarian to name who used the Word of the Day
9. Name all the people who qualified.
10. Ask everyone to vote for Best Table Topics Speaker, but to hold their ballots until the end of the meeting.
11. Remove the word of the day from the lectern.
12. Return the meeting to the TM by extending your hand and saying "Thank you. Mister/Madam Toastmaster."

It's that simple! Have fun with it.