

MENAI DISTRICT TOASTMASTERS CLUB



TABLE TOPIC MASTER

It is tradition with Menai Toastmasters that every member present at the meeting, speaks at some stage during the meeting.

The Table Topics session is that portion of the meeting, which ensures this tradition. The purpose of Table Topics is to have members “think on their feet”, and speak for 60 seconds.

The Topics Master’s task is to prepare and issue sufficient original Table Topic questions, which will give most members present an opportunity to participate.

Prior to the meeting, the Topics Master should talk to the VP Education to see if there is any specific theme for the meeting. If so, follow the night’s theme with your Topics questions.

If no theme, you can use your own theme or just choose a wide selection of Topics. To do this, review Toastmasters publications, or any news publication. Draw questions from topical issues, local issues or international issues.

Avoid topics that could alienate or offend certain members of the audience. Make your Topics appropriate for the meeting, but make the session FUN! Be original! Be creative!

Determine who is scheduled to a primary assignment, i.e., Speakers, Master Evaluator, Chairman, and avoid giving these members a Topic unless the session looks like finishing early.

There is 30 minutes allocated to the Table Topics session on the Club’s meeting agenda. If more time is needed for your session, ask the Chairman for an extension of time, and nominate how much time is needed for the extension.

The Chairman introduces the Table Topics Master to the meeting. The Topics Master should start the session by briefly stating the purpose of Table Topics, and encourage any guests present to participate.

Give any necessary instructions to the Table Topics Evaluator/s. Advise the Timer how long each speaker is expected to speak. (Normally 60 seconds).

The Topics Master should ask the question first, then nominate a member to stand and supply an answer to the meeting. As the session progresses and the guests have had some opportunity to see what it's all about, invite them to participate.

Enthusiastically encourage guests to participate, but do not force them by giving them a question when they have already indicated that they don't want a question.

The timer will start timing the answer on the first utterance of the answer. An audible sound will be made by the Timer at 60 seconds, to alert the speaker to conclude the answer and sit down.

As soon as the applause ceases, ask the next question, and so on until the session is complete. At that point announce to the Chairman "that completes my assignment", and hand the control of the meeting back to the Chairman and return to your seat.

Note: Prepare the program carefully and well in advance. Plan it so that it stimulates thought and maintains the interest of the members and guests.

Remember, A Table Topics session should be designed "to promote better listening, better thinking and better impromptu speaking". Try to introduce new ideas and variety.

Available from the Club Website (on the Resources Page) is a Table Topic Evaluation form, which is a word document. This form can be loaded into Microsoft Word and the questions typed into the document. There is provision for 20 questions, this will assist your, as Table Topic Master and also the assigned Table Topic Evaluators.

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