



Table Topics Master Role

You are schedule as the Table Topics Master. What should you do? Here are some general guideline items.

1. **Make up a bunch of prompts for Table Topics**, more than you expect you'll need. Our club typically has 3 or 4 table topic speakers. However, if one of the scheduled speakers needs to cancel, we will fill in with Table Topics. Then we could need up to 10 topics.
2. **Generally Choose *easy* topics**. Your mission is not to drain the last brain cell out of your fellow Toastmasters. It's to give them the opportunity for growth—to stand confidently before an audience and give an unprepared yet organized presentation. **Avoid** lengthy, hard-to-understand-and-decipher topic descriptions.
3. **Announce the time limits for Table Topics**.
 - a. Green @ 1 Minute
 - b. Yellow at 1½ minutes
 - c. Red @ 2 Minutes
4. **Determine how much time you have for Table Topics**. Allow about three minutes per person.
5. **Call up members first before calling on any guests**. It's important for guests to see how it's done before you call them up. If possible, avoid calling members who already have speaking roles in the meeting.
6. **Choose how you will call participants**. General there are 2 methods. Either is acceptable.
 - a. Call up the Table Topics participant first. The participant may be allowed to a random pick. Then you state the topic.
 - b. Read the topic and then pick a participant. This method gets everyone to think for a second before you name the participant.
7. **Call up guests without encouraging them to decline**. Before the meeting, talk to your guests and find out their level of comfort speaking in front of a group. If a guest has a public speaking phobia, do not call him or her up to do Table Topics. When you call on a guest, say, "Our club likes to give our guests a chance to participate and grow, so let's welcome to the lectern John." Then you, as Topicsmaster, lead the applause, encouraging the guest to come up.
8. **Give guests very easy topics**. Set aside a few easy topics such as:
 - a. "What kind of work do you do and why did you choose your profession?"
 - b. "What do you like to do in your spare time, and why?"
 - c. "Describe your ideal vacation."
9. **During the meeting, Watch your time**. Make eye contact with the Toastmaster for any guidance on time available. Generally, you can look at the Toastmaster and signal 1-more?

Some of this information is from;

8 Tips for Table Topics

How to look good as a Topicsmaster.

By Allan Kaufman, DTM and Allan Misch, DTM

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It has been substantially edited to fit the Last Change Toastmasters Club needs.

A Table Topics Planning form is on the next page.

Table Topics Planning

	Table Topic
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

At the start of the meeting, list all the members and guests that are present in the tables below.

Meeting Role	Member Assigned	Other Members	Guests
Toastmaster			
Speech 1			
Speech 2			
Topics Master			
General Eval			
Speech Eval 1			
Speech Eval 2			
Topics Eval			
Ah Counter			
Timer			

Assign Table Topics first to “Other Members” then to Guests. If time permits, then assign Table Topics to members that have a role.