

When You Are the Table Topicmaster @ Macintalkers

The Table Topicmaster's Role

1. The Table Topicmaster runs the Table Topics portion of the meeting.

Before the meeting

1. Contact Toastmaster or check easy-Speak for meeting theme.
2. Prepare 5 to 8 questions with respect to the theme.

At beginning of meeting

1. Check agenda to see who has no role/minor role (see Who do you ask? below)
2. Jot down member's names for each question

Topicmaster Script

Here is a sample script you can use as Topicmaster.

Table Topics

- I. During last minute of silence after last speaker, ask the Toastmaster how long you have for Table Topics.
- II. Go to the lectern when announced, shake TM's hand.
- III. Introduce table topics as impromptu/extemporaneous speeches, 1-2 minutes in length. Remind people to use the word of the day.
- IV. General Procedure
 - a. Asking the question - The "standard" way is to introduce/ask the question first and then choose someone to answer it. This is good for a first-timer. As you become more experienced, you might try props - a grab bag for example.
 - b. Repeating the question - It is your choice to repeat the question if asked to do so. If you decide not to repeat the question, you should alert the audience during the introduction of your intent. Usually, Topicmasters repeat the question on demand.
 - c. Who do you ask
 - i. Start with questions to members with no role, or minor roles. Try not to ask members with major roles such as TM, GE, SP. NEVER ask evaluators as they need this time to prepare.
 - ii. After 2-3 questions that members answer, you may ask guests if THEY wish to participate. It's ok if they pass.
 - d. Taking notes - During their impromptu speeches, take notes of the main idea the speaker developed.
 - e. Ask the timer if everyone qualified.
 - f. Summarize the answers - Refer to your notes.
 - g. Ask to vote for BEST TABLE TOPICS and keep the basket moving.