

**Confident Speakers Toastmasters Club 4199
Palm Desert, California**

Table Topics Master

Table Topics provides an opportunity for members to speak off-the-cuff by giving a one to two minute speech without any preparation under the leadership of the Table Topics Master.

Objectives

- Insure every member and guest who attends a meeting has an opportunity to speak
- Improve members ability to think on their feet and speak without preparation

Table Topics Master Responsibilities

1. Prepare a variety of speech topics on a theme before the meeting.
2. Introduce the Table Topics Session by explaining the nature of your approach or topics and emphasize the word of day which is required to qualify for the best Table Topics Speaker vote.
3. Select members and guest to speak on a specific topic by stating the topic or question first then calling their name.
4. Insure that members who have no other speaking task or only minor ones are all called on to speak and guest are asked to speak if they so choose. At the meeting, make a list of the members you will call on first, then guest, and, finally, if time permits, those with major roles.
5. Only call on members with major roles such as Speaker, Toastmaster, General Evaluator or Speech Evaluator if there is enough time remaining. Some Toastmaster Clubs never call on prepared speakers to give Table Topics. Our club does allow this but they should only be called at the end if time permits.
6. Carefully manage the time so that the completed session with vote is done and control of the meeting turned back to the Toastmaster by the designated time on the agenda. This is usually no later than 7:35 pm. The session can end earlier. This means that you should have called your last speaker by no later than 7:30 pm or slightly before.
7. Ask for the Timekeeper and word of the day report to determine who is qualified to be voted best Table Topics Speaker. The speech must be no less than 1 minute and no more than 2 minutes and 30 seconds in length to qualify. The speaker also must use the word of the day. Then ask everyone to vote for a speaker who qualified.
8. Return control of the meeting to the Toastmaster.

Tips for Creating Topics

The ways this can be done are limitless. You can ask each person a question. You can make a statement they respond to. You can give them a single word to talk about. You can have them pull an object out of a bag and talk about it (grab bag). There are hundreds of different ways to

create topics. Links to list of possible topic ideas are shown at the bottom of this section. Use your imagination to come up with stimulating topics.

Keys to Effective Topics

1. Keep the topic statement or question simple enough that members can quickly grasp the idea.
2. Don't make the topic overly complex. The purpose is to provide something that can stimulate them to talk.
3. Avoid asking topics that require specialized knowledge be it something about history, science and other areas. Some members may not know this information.
4. Create your topics inspired by the Theme of the meeting. You can interpret this any way you so choose.
5. Don't worry about the word of the day when figuring out how you will create your topics. It is up to the speaker to use the word.

Most Common Approaches

1. Pose a question
2. Make a statement
3. Describe something
4. State a word
5. Define an unknown / obscure word
6. Show an image
7. Pick an object (grab bag)
8. Sell something
9. Give them a quote

Topic ideas from various clubs

Some you may like. Some may seem corny. The possibilities are endless.

<http://toastmasters46.org/101-ideas-for-great-table-topics/>

http://www.northrise-toastmasters.org/members/resourcenotes/50_Ideas_TT.htm

Here is a list of 365 questions that can be asked. Our club prefers all the questions to spin off of the theme though the questions that could be asked relative to a theme are quite extensive.

<http://www.dist8tm.org/assets/tm--365-sample-table-topics-questions.pdf>