

TABLE TOPICS MASTER

READ: "Meeting Roles & Responsibilities" in the Communication & Leadership Manual, Page 73

Before the Meeting

- Call the Toastmaster of the Day to find out the Theme of the Meeting.
- Prepare an Introduction for the Toastmaster.

Upon Arrival at the Meeting

- Begin to choose those whom you want to call on for your Table Topics.

DO NOT CALL ON THE General Evaluator
Toastmaster of the Day
Speakers
Evaluators

Remember: Table Topics gives those NOT on the agenda an opportunity to speak.

During the Meeting

- Explain to the guests the purpose of Table Topics.

PURPOSE: To promote the art of impromptu speaking. Table Topics gives those members not on the agenda a chance to speak.

OBJECTIVE: To teach us to think quickly and respond intelligently while learning to maintain our poise when we are confronted with the unexpected.

- The subjects may be serious or funny, about sports, art, current events, etc. However . . . do not get too detailed and embarrass anyone.
- Explain that it is "OK" to make up an answer (stretch the truth).
- Explain the time requirements and when the lights will come on.

Participants must speak from one minute to two and one-half minutes.

Green light	=	One minute
Yellow light	=	One & one-half minutes
Red Light	=	Two minutes & will remain on until the participant is finished

- State the question or topic before you call the person's name. This makes everyone think about what their own answer would be.

When you have completed your Table Topics portion of the meeting, ask the timer for a Timers Report. Then ask everyone to vote for his or her choice from those who have qualified. Then say, "Mr. or Madam Toastmaster."

STAY AT THE LECTERN UNTIL THE TOASTMASTER TAKES CONTROL FROM YOU.