



# Table Topics Master

## Intro Script

*“As Table Topics Master, my job is to help people become more comfortable speaking extemporaneously or off the cuff. In order to qualify for an award, you must speak for a minimum of 45 seconds and a maximum of 1 minute 15 seconds, with a disqualification at 1 minute 20 seconds.. Keep an eye on the timer and make sure to wrap it up when you see the red light. You must use the word of the day (remind everyone what the word is) in order to qualify. It doesn’t matter if you actually answer the question, nor does it matter if you tell the truth. Answers can be creative. After we do a few, we will invite guests to participate.”*

Also describe the specifics of your particular table topics. (For instance: “I’ll be asking you questions about Summer Memories.”)

## Before the Meeting

- Prepare approximately 10 questions. You can ask questions related to the theme of the meeting, or you can bring in objects, photos, or cards for participants to speak to in response. This is your chance to be creative! A quick Google search can provide plenty of creative suggestions!. Remember, the reason we have Table Topics is to get people comfortable with talking extemporaneously in front of a group of people. Questions should not be super hard or about obscure topics.
- Review the meeting participants and role assignments. Note down guest names, new members, and members who don’t have significant roles to answer your questions.
- Try to speak to guests before the meeting or at the break to ask them if they are comfortable with being called on.

## During the Meeting

- Introduce your role. You may use the script above or modify it. Make sure to explain the timing and word of the day requirements.
  - Call on members and guests to answer your Table Topics questions. It’s ideal to call on a seasoned member first so that the guests and new members can get an idea of how it works. Avoid calling on members who already have significant roles in the meeting.
-



- Shake hands with or elbow-bump each participant who answers a question. Remove yourself from the stage while the person is answering the question and then thank them afterward.
- Note down each participant's name.
- Continue for approximately 10 minutes, or ask the Toastmaster to let you know how long to go. You will probably not use all 10 questions depending on the timing of the meeting.
- After the questions are answered, ask for reports from the Timer and Grammarian as to who qualified for the award.
- Read off the names of the Table Topics participants (to remind voters who participated) and ask the meeting attendees to vote for Best Table Topics using the yellow voting slips. If you are unsure of the names of the participants, ask them all to stand and say their name.
- Turn the meeting back over to the Toastmaster. (*“My time as Table Topics Master is complete. I’d like to turn the meeting back over to our Toastmaster, (name).”*)

## Tips

- Keep an eye on the Toastmaster for indications that he or she would like you to wrap up Table Topics to keep the meeting on time.