



# Lunchtime Talkers Toastmasters Club

## Table Topics Master Role

### Who to include in Table Topics

Try to include people who don't have speaking roles for the meeting (review the meeting agenda). Also consider guests but give them an option to participate after club members have spoken. That way guests can see how Table Topics works.

### During the meeting

1. Accept the gavel from the Chair.
2. Welcome audience to Table Topics.
3. Explain the purpose of Table Topics: Opportunity to practice speaking without preparation (impromptu speaking). Have a theme; you may connect your topics to the Chair's theme if you wish; topics should be simple but challenging; have enough topics; vary the approach to each topic; check with guests if they want to participate – **never insist that they do!** Explain that a Table Topics Evaluator will provide feedback later in the program.
4. Explain Ballot and Trophy. Everyone will vote for who they thought did the best table topic and that person receives the trophy at the end of the meeting.
5. Instruct Timer.
  - One minute for each topic (You might assign two minutes if you have fewer people participating and the meeting time allows).
  - Start timing with the first word uttered and ring the bell at the end of **the designated time.** (Note: Speakers have an additional 30 seconds to wrap up once the Timer rings the bell. If they go over the allotted time, they are disqualified from the vote for best table topic.)
6. **Give instructions** to speakers:
  - Introduce your theme.
  - Give participants a challenge, for example be humorous; convey a strong emotion; use gestures; sell a product or idea, use an intro, body, and closing.
  - Remind speakers if they are stumped they can use the topic as a segue (transition) to talk on something else that comes to mind.
7. Invite specific people to participate (remember to call on those not on the agenda). Leave guests for the last. As each person gets up, introduce that person by name.
8. At the end of your program, ask the Timer whether anyone was disqualified for time. Call for a vote and remind people of the participants. For example say, "Can you please vote for what you thought was the best table topic today. Once again our participants were (list names)." Instruct people to pass their ballots to the Timer.
9. Return gavel to the Chair.
10. After the General Evaluation, the Chair will ask you to present the trophy to the Best Table Topics Speaker chosen by the audience. Present trophy to the winner.