



SIM I TOASTMASTERS CLUB

TABLE TOPIC MASTER

Role

The role of the table topics master is to prepare topics for members to “think on their feet” and speak for a minute or so. Each speaker may be given an individual subject or a choice of subjects may be present for members to draw at random. As much as possible, topics chosen should be interesting, engaging and original.

Duties

- (1) Prior to the meeting, you can check with the TME to understand if there is a slated theme for chapter meeting. If so, topics that you prepare should complement the theme. If there is no theme, you can select a variety of topics that would appeal to all members
 - Questions on the theme should be short and easily understood. Phrase questions in simple English.
- (2) During the meeting, Read out objectives of Table Topics session and give a short introduction to your theme or topics
 - Go through the timing sequence, 1-2mins. On the first min, the Green light will be on. At 1 min 30 secs, the yellow light will be on and at 2 mins the red light will be on. At 2 mins 30 secs the buzzer will be on. The timer would demonstrate the timing sequence while you speak.



- State your question. If there are no volunteers, you might want to pick a member. Preference should be given to members who have no appointment on that night. While guests are encouraged to participate, it is not advisable to ask a guest to be the first speaker.
- Give each participant a different question. Encourage them to provide two sides of the question.
- Keep track of your allocated time for this session, generally 20 - 30 mins. If the chapter meeting started late, you will try to cut short this segment to avoid running over time.
- At the end of the table topic session, ask the timer to report those eligible for the award. Then ask member to vote for the "Best Table Topic Speaker" and hand their votes to the Sergeant At Arms.

Useful Tips

- (a) Have a good choice of topics, tie in with the theme, if any
- (b) Avoid questions that are too lengthy.
- (c) Identify members without appointments and new members and give priority to these members to speak
- (d) Reserve the simpler topics for new members or guests to attempt.
- (e) Avoid asking guest to speak unless they volunteer or you know them personally and that they will not be embarrassed.
- (f) Announce speakers' names when they come forward to the lectern.



- (g) Prepare about 10 questions. In the event, where table topics session has to be extended and you have run out of topics, members can be asked to speak on the same topics again but providing a differing view.