

Topicmaster Cheat Sheet

Table Topics has two purposes: First, to give members who otherwise don't have a speaking role opportunity to speak; and second, to give members practice discussing a subject extemporaneously. A Table Topics response should be a complete speech, with an introduction, body and conclusion, given in 1-2 minutes.

Note: You are the leader of the the meeting during Table Topics; part of leadership is good time management. It is your responsibility to keep track of the time. Stop when you have about a minute left, to leave time for the Timer's report. (Alternatively, prior to the meeting you may ask someone in the audience to signal you when your time is almost up.) After three or four members have responded, you may also ask guests if they would like to participate. (Don't ask visitors to participate before they've had a chance to see what's involved.)

1. Spend no more than one minute introducing your topic.

2. Review the Word of the Day.

3. Read the question (or state the situation). Pause. Read the question or situation again. Pause again to give members a moment to begin preparing a response. (Ask the question first before calling on someone to respond; this requires everyone to begin formulating an answer instead of just one person.)

4. Call on members in this order:

Members with no speaking role: (Fill in the names before the meeting starts)

- 1.
- 2.
- 3.
- 4.
- 5.

Members with brief speaking roles: (Fill in the names before the meeting starts)

1. Wisdom Master -
2. Joke Master -
3. Grammarian -
4. Ah Counter -
5. Wordmaster -
6. Timer -

If there is still time, you may call on the following additional functionaries in this order: (Fill in the names before the meeting starts)

1. Toastmaster -
2. General Evaluator -

5. Call for the Timer's reports when you have 1 minute left in your portion of the meeting (check the agenda to see what time that should be).

6. Call for the vote for Best of Table Topics speaker.

7. Introduce the General Evaluator.