

Table Topics Master

How to run a Great Table Topics Session

As the **Table Topics Master**: you prepare a list of up to 6 topics. You then give these to members of the audience without prior warning. They each have 60 to 90 seconds to respond with an impromptu mini speech.

- You have 8 minutes allocated (not 6 as it may have said on the draft agenda).
- TT gives each speaker 60-90 seconds. The green light comes on 60, yellow at 75 and red at 90 seconds. Explain that before you launch your topics.
- Prepare at least 6 or 7 topics, if the timing goes well you should be able to get 5 - 6 people on their feet speaking depending on how long they speak.
- Make 3 copies of your list of questions. Give one to the TT Evaluator and the other to the Toastmaster. This will make their roles easier.
- Look at the agenda and target people who don't have a major role on the night – i.e. don't pick speakers, evaluators, the Toastmaster.
- Focus on picking the members and perhaps one guest. Impromptu speaking is an important learning opportunity for members so we need to give them the chance.
- Avoid sex politics and religion – these subjects are off limits at Toastmasters.
- Give a very brief explanation of how Table Topics works (less than 20 seconds).
- **Make sure to keep your topic introductions brief** to avoid eating into the speakers' time. You want to get as many speakers into the allocated 8 minutes as possible.

•

Have some fun with it. If you do then so will everyone else.