

WAIKIKI TOASTMASTERS



Script for Table Topics Master

Description: The Table Topics Masters runs the impromptu portion of the meeting by asking attendees impromptu questions. Actual script (words you would say aloud) are in *italics*.

Beginning of the Meeting

You don't have a speaking role at the beginning of the meeting, but you do have some important tasks. At the beginning of the meeting, **create your list of people to call on and put the names of the other side of this sheet:**

- Look through the agenda. Compare it to people around the room and make a list of all the members without roles - these will be the first people you call on.
- Get the list of members who ask to be called even if they have a role. Choose 2 or 3 members who have not been called on in recent meetings. If your list is short and there are not that many guests, add more from this list. Add these members to your list of people to call on for this meeting's Table Topics.
- Get the sign-in sheet for guests. You should see people who do not want to be called. Add everyone else from the guest list to your list of people to call on.

As we are getting to the Table Topics portion of the Meeting

Look at the time in relation to what the agenda says the time should be. You should aim to ask questions up to the end time for table topics on the meeting agenda. You can also ask the TMOE / VPE / President if there is time for additional questions.

Above all: This is often one of the most fun parts of the meeting and you get to lead it! Have fun being Table Topics Master for the evening and making it a great meeting for our members and guests!

Table Topics Portion of the Meeting

Greetings, fellow Toastmasters and guests and welcome to Table Topics! Table Topics is a great way to practice impromptu speaking, helping us stay confident and composed when answering unexpected questions—whether from a supervisor or during a job interview.

Here's how it will work:

- I'll read a question to give everyone a moment to think.*
- Then I'll call on someone to come to the lectern and respond. I'll start with members and then guests, if you're willing to try.*
- When you reach the lectern, I'll repeat the question. This would be a perfect opportunity for everyone to applaud their courage in stepping up.*

Try to deliver a response between 1 and 2 minutes. The Timer's Light will turn GREEN when you reach the 1-minute mark.

Let's Begin! Today's theme is _____ which made me think of questions related to _____.

Ask your Questions

The sequence is:

READ A QUESTION AND GIVE EVERYONE A MOMENT.

CALL ON SOMEONE TO COME TO THE LECTERN.

WHEN THEY REACH THE LECTERN, REPEAT THE QUESTION & LEAD A SECOND ROUND OF APPLAUSE.

Ending the Table Topics Portion of the Meeting

Thank you for making Table Topics an exciting part of our meeting tonight. If there are members who want to be called [in the future], please put your name on the sign-up sheet.

At this time, I will turn the meeting back to Mister/Madam Toastmaster!

Your list of people to call on:

1. Club members **without a meeting role** (not on the agenda).
2. Club members on the Table Topics list.
3. Guests
