

Table Topic Master Script

Before the meeting

Since it is a physical meeting, you can prepare a PowerPoint presentation for the table topics or you can write 6 table topics on chits of paper and then ask the volunteer to pick a chit. There must be 6 topics. If you're making the PowerPoint slides, you can put 6 numbers on the first page and link those numbers to the relevant slide where the table topic is. So, you can be creative in building up the slides. Sometimes you can insert a picture as the topic and tell the speaker to describe it. You can create the slides as you wish. The table topics must be related with the theme. Make sure the topics are not too complicated and make sure it's interesting.

During the meeting

(Script)

Go to the lectern; shake hands with the Toastmaster

Thank you, Mister/Madam Toastmaster, Fellow Toastmasters, and welcome Guests!

Table Topics enables a member to develop the skills of impromptu speaking. Table Topics help train members to quickly organize and express their thoughts. You can think of the table topic speech as a mini-speech with an opening, a body, and a conclusion. This also provides a speaking opportunity for any member who is not on duty in the meeting agenda. Members as well as guests may also participate if they wish. *Mention the odd and even number evaluators and the topic must be read clearly to the audience. Also give the chance to the guest and then member again guest, member likewise. When you announce the name and the topic tell it in this format. Name, topic, topic, Name*

Each speaker is required to speak for between 1 to 2 minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes and 30 seconds.

Each speaker must try to use the Word of the Day in your speech. Today's Word is

_____.

I now return control of the meeting to the Toastmaster. Mister/Madam Toastmaster [Shake hands with the Toastmaster; go back to your seat]

After the meeting

Ask and get comments from the evaluators.