



SAMPLE TABLE TOPICS MASTER SCRIPT

Introduction

(REMEMBER – The Table Topics Master and Table Topics participants can qualify for credit in the Competent Leadership Manual for taking these roles.)

The Table Topics session is exciting, entertaining and challenging.

It is also one of the more difficult roles to script. Every club has its own way of conducting Table Topics. Even individual Table Topics Masters bestow their own unique approach to the role.

There is nothing wrong with this, as long as it accomplishes the main goals of a club Table Topics session:

- 👉 Challenge speakers to listen, think, organize and speak “on their feet.”
- 👉 Provide more members and guests the opportunity to speak at the meeting.

Many resources for Table Topics questions are available. A quick “Google” search can find many lists and suggestions. Another search can find just as many sites with recommendations on how to prepare for participating in Table Topics!

A few basic unofficial “rules” for conducting Table Topics should be followed:

- 👉 First select members who do not have any assigned roles.
- 👉 Encourage guests to participate after some members have spoken.
- 👉 Ask simple questions that inspire speakers to explain their opinion or answers.
- 👉 Ask questions appropriate to the theme of the meeting (if one is announced).
- 👉 If possible, ask each question then select a participant (this makes everyone start to prepare an answer). Then repeat the question.
- 👉 Allow the speaker time to think of an answer before responding.
- 👉 It is okay for speakers to “not answer” the question, and even to “lie.”
- 👉 The Table Topics Master should talk THE LEAST.
- 👉 Keep your session within schedule.

The script below is a basic suggestion for any Table Topics Master. There are notes or blanks for you to insert your own ideas and personality.

SUGGESTED Table Topics Master Script

Fellow Toastmasters and guests, Toastmasters wants to challenge members to develop their impromptu communications skills, to effectively “think on their feet” by answering unrehearsed questions. We also want to give every member the opportunity to speak at each meeting. We do this with Table Topics.

Table Topics is specifically designed to develop four essential communications skills:

👉 Listening

👉 Thinking

👉 Organizing

👉 Speaking

Today I will be asking questions about (briefly tell about the topic or theme).

Your response must be at least one (1) minute, and can be no more than two (2) minutes and thirty (30) seconds. You will see a Green signal after 1 minute (your minimum time), a Yellow signal at 1:30, and a Red signal at two (2) minutes. Those who speak within time qualify for a “Best Table Topics” award.

(Add optional club rules, as: “You also must use the Word of the Day to qualify.”)

As I conduct the Table Topics, I will ask the question first, and then I will call on someone to respond. This way everybody listens and everyone starts thinking of a response. Remember, you should give your answer in ONE to TWO Minutes. You can think of an answer before beginning, and you do not need to tell the truth.

My Question is: _____	(Name) _____
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Repeat each question. Lead the applause. Give each person a different question. Keep notes on who participates and what question is asked.

After the last speaker: Mr./Madam Timekeeper, can I have the report for each speaker, and who qualifies for the “Best Table Topics” award?

After the Timer reports on all times, BRIEFLY summarize by giving their names and what question each answered or what they said.

I now return control of the meeting to our Toastmaster, _____.