



# SUMMIT TOASTMASTERS

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## Table Topics Master Worksheet

Table Topics is an opportunity for each member to practice extemporaneous (“off the cuff”) speaking, and thus each question/topic posed should be unique. That all questions follow a common theme is not a requirement. Questions developed with varying degrees of difficulty is more ideal – the most challenging of which to be asked of more experienced members.

The Table Topics Master role occupies the greatest portion of the meeting and so efficient and timely facilitation is critical. Consider the following:

- *Avoid having a “set-up” for each question/topic – the question/topic itself should suffice.*
- *Delay calling on members who have a significant role (Toastmaster, General Evaluator, Evaluator, Educational Opener), as time constraints may prevent you from questioning all.*
- *Consider succinct questions/topics, relayed with strong projection - avoid the need for repeats.*

### ***Prior to arrival...***

- ☐ Develop enough unique questions to cover the expected group

### ***Upon arrival...***

- ☐ Confirm speakers – they will not receive a question
- ☐ Record names of those members and guests you do not know

### ***In Meeting...***

- ☐ In small groups, share the questions/topics to be talked about.
- ☐ Once people are comfortable to talk, then inform them that randomly, people will be picked to talk out loud to the rest of the group.
- ☐ Ask the question first, and then call on the member (at random)
- ☐ Question those members without a role first
- ☐ Check the time periodically. If not complete by a certain time, then please choose your last few respondents tactfully
- ☐ Call on guests only if all eligible members have participated
- ☐ End questions by time/deadline required.