

# TABLE TOPICS SCRIPT GUIDELINE

## GETTING' TOASTY #147

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This is a preliminary copy as of 4/8/18 being compiled from bits and pieces of other successful clubs as well as our own protocols.... Please ask Melody for final one before using this

### Table Topics Script

Club President, Fellow Toastmasters & Welcome Guests!! Good Evening!!

Right now—you're going to have an opportunity to participate in one of the most interesting and exciting portions of a Toastmasters Meeting--The Table Topics session.

Toastmasters has a tradition – that we want as many people to speak in a meeting as possible. The Table Topics session tries to uphold this tradition so...get ready to speak!!

My name is \_\_\_\_\_, I am your Table Topics Master for tonight.

This is a fun portion of the meeting, as it allows us to practice our impromptu speaking skills and facing that fear that we all have. The skill of speaking on your feet will help you throughout your work career, and – you might be surprise how valuable in your personal life as well.

To help you practice today, I have prepared a few topics that hopefully will help you meet this goal. I'll introduce the topic in a second but first I want to describe how it's going to go.

A Table Topic presentation should last from 45 secs to 1: 15 seconds. As \_\_\_\_\_, our timer mentioned earlier, the timing "light" while you give the timing requirements.

- At **:45**, the Timer will turn on the **green light**;
- At **1 minute**, they'll turn on the **yellow light**;
- At **1:15 minutes** the Timer will show the red light.
  - After you see the red light, you have a 15 second grace period, you definitely want to wrap up then.

Most importantly, remember that once you see the green light, you have met your goal and you can start to end your talk.

As long as you speak at least :45 seconds and you don't go over the 1:30 which includes the grace period, you'll be eligible to be voted for Best Table Topics Speaker for the evening. Everyone will get a chance to vote and if you get the most votes, YOU WIN! Just an extra little incentive to do your best. But most importantly, it's an opportunity to PRACTICE your impromptu speaking and to not go over time.

Today's theme is: \_\_\_\_\_. *[Explain theme if necessary.]*

The way it will work is that I will first call on Members who don't have speeches or other big speaking roles. Then I will call on each of our Guests!

For our Guests, we encourage you to participate and speak because that's why you came here. And you'll have a choice. You can:

1. Ask for a new question, just as we've done with the members.
2. You can pick a question or topic you've already heard.
3. You can use that time – staying within the limits – to tell us about yourself.
4. Or you can pass. Of course we want you to jump right in, but it's up to you!

Let's get started!

One last thing... try to use the Word of the Day if you can for brownie points with the Grammarian!

## [MAIN SECTION OF TABLE TOPICS]

### Wrapping Up

Thank you all very much for participating in today's Table Topics segment. I really enjoyed your talks and I'm very proud of you for taking charge of improving your speaking ability.

At this time, can I get a **timer's report**?

Everyone except \_\_\_\_\_ is eligible to be voted for. **Please vote for your for favorite Table Topic Speaker** tonight and pass them to \_\_\_\_\_ (timer).

I would now like to turn the meeting **back over our Toastmaster** for the evening: Mister/Madam Toastmaster. Shake hands with the Toastmaster and return to your seat.

## TIPS ON TABLE TOPICS

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- Pick a theme for the evening to focus your questions on.
- Some people pick crazy topics, but there's great practical value in selecting topics that people might have to spontaneously speak on sometimes. However, you do have creative leeway.
- There are countless articles and ideas on the internet to decide what you want your theme to be.
- It's important to keep this section within your time allotted on the agenda and you will need to manage this. If necessary, you don't have to call on all the members, but DO call on all of the guests as we want them to engage and get a taste of what it's like. To estimate how much time is needed, calculate about 1 ½ minutes per guest will be needed. You could even calculate before you go up approximately what time you want to switch to guests to make sure you stay on time.
- It's better to state the question first, then call on someone rather than call on them and then give the question. By stating the question/topic first, it gets everyone thinking and on their toes more than calling on someone and giving it to them.
- It's also better to call on people randomly for the same reason, instead of just going in order down a row.
- To keep track of everyone and who you will be calling on, it's recommended to make a list of everyone in the room before you go up, separated by Members without Major Roles or Speeches and Guests. Then you can modify as needed. If there's time left, you can use it to invite members with roles to speak.
- The Table Topics Master is an opportunity for you to essentially act as an Emcee. That means you can interject fun and your personality while you keep things moving along. This is training and self-expression for you as well as for the participants.

**GOOD LUCK!**