

Table Topics Master

1. Sit near the back of the room so you can determine those who are roleless and available as speakers.
2. Make a list of your speakers so you are organised.
3. Adjust your speaking time/person to fit in with the 10 minutes allowed (allow 2 minutes for your introduction & announcing of topics). E.g say 6 people – trim the times to 1- 1.5 minutes.
4. Talk to the timekeeper during the break to reconfirm your allowed time.
5. If there are visitors or a new member that is worried about being called up, have a word to them during the tea break & ask if they would like to speak, and offer them a strong hint as to their topic.
6. Choose a more experienced toastmaster first, then a less experienced, followed by a visitor/new member.
7. If there are say 1 – 2 roleless people to choose from and you need to call on people that have spoken or have allocated roles here is a suggested priority order
 - a. Time keeper
 - b. Introducers
 - c. Sergeant of arms
 - d. Grammarian
8. In terms of announcing the topic and the speaker, generally you state the topic, (pause), then announce who the speaker will be. If there is a table topics competition coming up in the next few weeks you may change to 'competition mode' and invite up the contestant and having shaken their hand announce their topic, then repeat the title of the topic followed by their name.

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