

Table Topics Master Cheat sheet:

Before the Meeting

- The EVP should provide you with a list of who has and has not recently spoken at Table Topics - this provides a better chance for everyone to do table topics.
 - Generally - don't call on speakers, the timer, the ah-counter, or the grammarian.
 - Use the list to determine your speakers before the beginning of the meeting.
- Come up with a theme for the table topics.
 - Remember that the goal is to have people be able to think on their feet and communicate effectively what they have thought
 - Try to come up with 3-4 topics. If a speaker has to cancel, the Toastmaster can ask for you to do an extra topic to help with the time constraints.
 - Ideas for table topics (taken from previously done sessions): current events, Lexmark events, personal favorite, begin a story and ask the person to finish it, do a movie review, bring in a "Show" and make the table topics person do the "Tell", and so on...it is really wide open.

During the Meeting

You will be introduced by the Toastmaster.

- Introduce the theme of the table topics and explain their format: answer the question, complete the story, non-verbal table topics, whatever - be creative.
 - You may want to remind the audience and speakers of the answer options:
 - You can answer the table topic.
 - You can answer a completely different question than was asked.
- One at a time, ask your table topics.
 - An excellent way to get everyone to think about the topic is to introduce the topic, then name the topic speaker.
 - Remember to use a positive transition from one speaker to the next.

Speaker 1 _____ Topic _____

Speaker 2 _____ Topic _____

Speaker 3 _____ Topic _____

Speaker 4 _____ Topic _____

Speaker 5 _____ Topic _____

- After all speakers have finished, transition back to Toastmaster.