

Table Topics Responsibilities

- Thank the Toastmaster
- Introduce the role of Table Topics Master
- Facilitate a round-table discussion on a certain topic to develop our 'thinking on our feet skills
- Specify the time allotted (1 min. each for over 5 participants, 2min. for 5 participants or less)
- Choose a question related to the meeting's theme to elicit impromptu responses
- Choose participants randomly or ask them to volunteer to speak
- In one sentence, briefly recap each of the participant's main points
- Request that meeting participants vote for the "Best Table Topics"
- Return control of the lectern to the Toastmaster

Tips:

- Be specific, brief, and clear with your question
- Give first priority to participants with no assigned role so everyone gets an opportunity to speak, including guests
- Encourage the usage of the Word of the Week
- Use time wisely (i.e. if meeting is running behind, reduce time limits and number of participants to keep to the agenda, even if you started late)
- Ensure participants keep to the times allotted
- Be creative and original
- Have fun!

Resources:

- Think Fast
- Table Topics Card Game
- The Book of Questions
- Personal creativity
- International Table Topics Contest

*This job aid designed and developed by Phil Nguyen, CTM February 2001
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