

# When being the TOPICMASTER @Macintalkers

## BEFORE THE MEETING

- 1) Contact the Toastmaster to ask for/confirm the meeting's theme.
- 2) Prepare 5 to 8 questions with respect to the theme.

## AT THE BEGINNING OF THE MEETING:

- Look at the agenda to see who has no role/minor roles (refer to WHO DO YOU ASK below)
- Fill up the names on the next page (Member under each question).

## TOPICMASTER SCRIPT: what to do during the table topics portion:

Here is a sample script that you can use as Topicmaster to know what to do when and put your own notes:

## TABLE TOPICS

- 1) During the last minute of silence after the last speaker go ask the Toastmaster for how long you can run the Table Topics.
- 2) Come to lectern when announced
  - Check TM hand
  - Introduce the table topics. Impromptu/extemporaneous speeches, 1-2 minutes.
- 3) GENERAL PROCEDURE
  - WHO DO YOU ASK: As much as possible (depending on the number of attendees) ask questions to members with no roles or minor roles. Try not to ask members with major roles as TM, GE, SP. NEVER ask evaluators.
  - REPEATING THE QUESTION: It is your choice to repeat the question if asked to do so. If you decide not to repeat questions, you may alert in your introduction that you will proceed that way. Usually, Topicmasters repeat the question on demand. If you do, don't repeat the whole story you told before the question but just the question.
  - KIND & FORM: Questions should be related to the theme one way or another. You may introduce the question with a little story but don't make it tooooooo looong. The goal of Table topics is to have members answering questions not a one-(wo)man show of the Topicmaster. Keep your introduction to the question to 1-2 sentences max.
  - WHAT ABOUT GUESTS: You can ask guests if THEY wish to. After the 2<sup>nd</sup> or 3<sup>rd</sup> questions, tell the guests that they can participate if they wish by placing the yellow ball in front of their nametags.
  - TAKING NOTES: During the answers take notes of the main idea the speaker developed.
  - ASKING THE QUESTION: There are many ways to run the table topics. The "standard" way we use in the club is to introduce/ask the question first then pick somebody to answer it. As you become more experienced you may choose another way to run it but for your first time, I would advise to stay within these guidelines.
- 4) Ask Questions (see next page to add your own questions)
- 5) Summarize the answers (Look at your notes on next page)
- 6) Ask to vote for BEST TABLE TOPICS and to keep the basket moving.