



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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Topicsmaster Notes

Topicsmaster's Opening Speech:

Good evening ladies and gentleman and honored guests,

I'm _____ and I'm pleased to be tonight's Topicsmaster.

As you know, Toastmasters goal is that ***everyone*** speaks at ***every*** meeting, so I have carefully prepared some interesting questions giving us all more opportunities to speak.

These topical questions will help you think on your feet and prepare a short impromptu speech.

Speakers have 1-2 minutes +30" seconds for their speeches to be qualified.

[Optional: Volunteer speakers are welcome, however I'm happy to choose at random.]

Thank you. ☺

Table Topics Goals:

The Table Topics session is about 15-20 minutes and is usually in the first half of the meeting.

Before the session, make a name list of MWOSAs* and those who did not tell a joke, or have a meeting assignment.

The best way to ask a s question would be:

1. Choose a speaker. Preferably a MWOSA*.
2. Ask the question with these steps:
 - a. Invite the speaker onto the stage.
 - b. Clap while they are walking to the stage.
 - c. Say the speaker's name
 - d. Ask the question
 - e. Repeat the question
 - f. Repeat the speaker's name
 - g. Invite the audience to clap again
3. The speaker answers the question.
This will give the speaker 15 seconds to prepare his speech.

- You could ask the same question another member. Remember to choose the speaker.
- There should be at least 5 members invited to speak.
- For the final minute of the session, please provide a conclusion or summary of the session.
- *Follow the Competent Leader manual for guides on being the Topicsmaster.

Suitable Table Topic Questions:

Ask Open Ended Questions:

- What's your favorite color? Why?
- Who do you admire the most? Why?
- What's your perfect holiday. Explain your answer.

Ask Questions On/About:

- Major current events
- Major components of our lives: relationships, work/school, children, money...
- Subjects that we all understand ***without*** any prior knowledge.
- Politics: "Did the students of the sunflower movement achieve their goals?"

Avoid:

- Asking the same question to many people.
Only ask the same question to 2 people if you want to get 2 opposing viewpoints.
- Too long or complicated questions.
- Religious, racial & sexual issues [The may cause offense to some members]
- Politics: "The sunflower movement is good. Why do you think so?"
- Private jokes or subject about your own expertise and job
- What's your favorite Ah-Mei song? [Not everyone knows Ah-Mei]

*MWOSA = Member without a speaking assignment