

# When You are the Topicsmaster



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- The following set of five slides is for your information, as background on what the Table Topicsmaster is supposed to do during a meeting and how to best prepare for this role.
- Additional information is found in [A Toastmaster Wears Many Hats](#).
- There is no need to show all of these slides while you are in an online meeting. They are just for your benefit. EXCEPTION: You may want to use slides 8-14 to display your table topic questions.

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*The Topicsmaster states the question or topic briefly and then calls on a member or guest at random to respond. Each Table Topics speaker receives a different topic or question.*

*To see who's on the agenda, go to [our website](#) and sign in. Then click on Meeting Agenda.*

# When You are the Topicsmaster



## Prior to the Meeting:

- Confirm any scheduled meeting theme with the Toastmaster. If one has been selected, choose topics that coordinate well with that theme. If there isn't a theme, choose a wide selection of topics. Avoid repeating Table Topics from recent meetings.
- Create a list of speakers, evaluators, General Evaluator, and Toastmaster for the meeting so you can call on other members first. If time permits, call on participants already scheduled to speak. (Don't call on guests first – let them at least see how this portion works).
- Make a list of people present at the beginning of the meeting, note what role they have, and you'll know who to call on for Table Topics.

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During to the Meeting:

- When introduced, briefly state the purpose of the Table Topics session. [This portion of the meeting is designed to give every member and guest of the club an opportunity to speak extemporaneously for a minute or two.]
- Announce your topics and keep your remarks brief but enthusiastic. If the club has a word of the day, encourage speakers to use it in their responses.
- Review the maximum time allowed for each speaker's response and remind members of the timing signal if the timer hasn't already done so [One to two minutes].

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During to the Meeting:

- State the question or topic and randomly select a member to respond. Working through members randomly supports the impromptu nature of Table Topics.
- Keep your comments short. Your job is to give others a chance to speak.
- Check the printed agenda for the time allotted to Table Topics and adjust the number of questions or topics to end your segment on time. Even if you start late, adjust your time so the meeting ends at the established time.

# When You are the Topicsmaster



During to the Meeting:

Type your questions on the following slides BEFORE the meeting and show them as you ask each question.

Begin asking questions now.

# Question 1



Add your question here.



## Question 2



Add your question here.

# Question 3



Add your question here.

# Question 4



Add your question here.

# Question 5



Add your question here.

# Question 6



Add your question here.

# Question 7



Add your question here.