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# Toastmasters International - Table Topics Workout

**FAA Toastmasters Club #6102**

**Next Meeting**  
 FAA Toastmasters Meeting On March 27, 2013  
 In FAA Bldg 3rd Floor Texas Conf. Room, At 11:30 am

**Next Meeting**  
 FAA Club News  
 2012 - 2013 FAA Club Officers  
 Area 55 Governor Wayne Sekerke,  
 President Laila Comman,  
 VP Education Kevin Cook,  
 VP Public Relations Shawn Clark,  
 VP Membership Jari Bird,  
 Treasurer Don Tidwell,  
 Secretary Rosalind Robertson-Moore,  
 Sergeant at Arms David Woodford

## Topicsmaster

The **topicsmaster** is the Toastmaster who gives members who aren't assigned a speaking role the opportunity to speak during the meeting. The Topicsmaster challenges each member with a subject, and the speaker responds with a one- to two-minute impromptu talk.

Some people underestimate the Topicsmaster role's importance. Not only does it provide you with an opportunity to practice planning, organization, organization, time management and foundation skills, your preparation and topic selection help your members to quickly organize and express their thoughts in an impromptu (on the spot) setting.

### Before the Meeting

- Preparation is the key to leading a successful Table Topics session:
- Several days before the meeting, check with the Topicsmaster to find out if a theme meeting is scheduled. If so, prepare topics reflecting that theme.
  - Select topics that allow the speaker to discuss on the spot. Don't make the topic too long or complicated and make sure they don't require specialized knowledge.
  - Table Topics usually begins after the prepared speech presentation, but there are variations from club to club. Ask the Topicsmaster or vice president if you're unsure of when your portion of the meeting begins.

### During the Meeting

The Table Topics portion will usually begin after the prepared speech. Check with the meeting agenda to confirm. When the Topicsmaster introduces you, walk to the lectern, shake hands with the Topicsmaster, and assume control of the meeting.

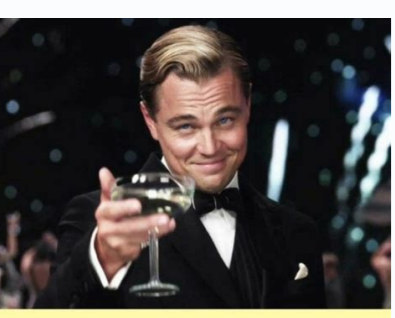
- Clearly state the purpose of Table Topics and mention the theme if any you have prepared. If your club has a word of the day, message speakers to use that word in their responses. Be certain everyone understands the maximum time they have for their impromptu speeches.

- Then begin the program:
1. Ask for volunteer speakers or call on speakers at random, and then present their topic/question. Give priority to guests or members that have yet to participate in the meeting. You may wish to invite guests to participate after they have seen one or two member responses. Last guests know they are last in decline if they feel uncomfortable.
  2. Don't ask two people the same thing unless you specify that each must give opposing viewpoints.
  3. Watch your total time. You may need to adjust the number of questions or time allowed so your segment ends on time. Even if your clock started late, try to end on time to avoid the total meeting running overtime.
  4. After the last speaker (if timing permits and the meeting is not behind schedule), ask members to call voters for best Table Topics speaker and get around the room to collect ballots. You should ask all speakers to stand up and reintroduce their name and topic in order facilitate the voting process. Count the ballots.

### End of the Meeting

After the evaluation portion of the meeting, the Topicsmaster will call upon the Topicsmaster to announce the best Table Topics speaker of the evening. If you're alone at the lectern, please stand, and assume control of the lectern. Announce the winner from your ballot counting. If the Table Topics Trophy is present, the speaker can have an honorary photo taken with it, or receive a table topic for that week. Please control of the lectern back to the Topicsmaster.

After the meeting, remember to ask the general evaluator to evaluate your performance and give you leadership credit in your CL manual.



Top Table Topic Questions

## Capital Toastmasters I Guidelines for the TOASTMASTER OF THE DAY

Revised 7/05/06

**YOUR RESPONSIBILITY** as Toastmaster of the Day (TMOD) is to put the meeting together based on the schedule published by the Vice President/Educator, and then to run an upbeat, lively meeting.

### BEFORE THE MEETING

#### Two Weeks in Advance:

– **Getting Commitments.** At the conclusion of the meeting immediately prior to the meeting you will be TMOD, the President or VP/E should go through the line-up for your meeting and get as many commitments as possible from those on the line-up who are in attendance.

– **Electronic Confirmation.** You must call or e-mail everyone else on the line-up to confirm participation. There will usually be several changes. The trick is to find out about them as early as possible.

– **Ending Replacements.** Those who cannot participate should be asked to find their own replacement and do so promptly. This usually does not work. Be prepared to fill in the holes by asking other members to agree to be in the line-up. Try not to raid the line-up for the meeting after yours. You can recruit replacements by telephone or email. It must get done no later than the Friday before the meeting so that people have time to prepare.

#### One Week Before the Meeting:

– **Speaker Introductions.** Gather biographical material for each speaker for your introductions. Aim for an introduction of no more than two minutes. Include the speaker's name, the title of the speech, the reason the speaker is using it (if any), the project number, the objectives of the speech, and the time limit as well as brief personal information on the speaker. **HOWEVER** – you do not need to introduce a member giving his or her first speech, the kudosmaster. Such a speaker is introduced only by name and speech title. Do not provide biographical information because the kudosmaster is best as an introduction.

– **TMOD Introduction.** Provide your own introductory material to the Toastmaster introducer so that he can introduce you.

#### Friday at Meeting Before the Meeting:

Did Did he/she manage to inspire or motivate the audience?Toastmaster of the Day: Was the TMOD engaging and entertaining? (Call upon the assigned Timer for the meeting).LeteĀĀĀs commence with the evaluations of the prepared speeches. Was it easy/difficult to reach the venue? The script will follow the same process of you calling them on stage with a short intro.ĀĀĀWe are now done with the evaluation round and we shall move on to the reports of the TAG team. A comment on the Word of the Day.Ah counter: Did he/she talk about the importance of avoiding filler words in public speaking? How was the theme? For example, was the mic loud/clear enough, did the projector work fine? Sergeant at Arms: Was everything prepared in advance?Ā Efficiency on how well the room was set up? Are all the sessions being conducted on time as per the agenda? When I asked Lee what he thought about evaluations, he told me that evaluations are one of the most important elements of Toastmasters! Please help me welcome, Lee.ĀĀĀTo cut it short, here is what you must include in your script:-Your introduction-An introduction of the role of General Evaluator and why it is important-Call on the timer for the timing guidelines-Introduce the evaluators one after the other with a short introductionAfter each of the evaluators are done delivering their respective evaluations, move on to the TAG team (Timer, Ah Counter, Grammarian) report. Were the comments clear and audible?Ā Try and provide at least one compliment and one recommendation to each of the role players.Download the General Evaluator script hereRecommended Article: How to Best Perform the Role of Table Topics Master in a Toastmasters Meeting?DeliveryA General Evaluator has to provide commendations and recommendations. This is not a speech. Did he/she explain (for the benefit of the guests) what a Toastmasters meeting consists of?Timekeeper: Explanation of cue cards? That way, you will have something talk about each evaluator when you call them on stage.Check with the executive committee to see if there are any special educational 3 or any deviations 3 the usual meeting format3 n.This will help you better prepare your evaluation3 as you are familiar with the agenda beforehand. don't to memorize your evaluation3 \*Were the themes fun and entertaining? How 3 was the break? Was it hard to find? To enable members to customize scripts to their specific needs, documents are provided in Microsoft Word DOCX format; compatible with Office 2007 and later, or other word processing applications that support this format.ĀĒ Ā Ā scripts can also be opened with Microsoft Office Online and Google Docs. One of the most common ways to deliver this is to use the mAĉ allĀndwich: start with the positive, move on to the recommendations and finish with the positive again. In this way, do not demotivate anyone while providing valuable feedback. Your course has helped me personally and definitely recommend it to anyone who wants to learn to speak in public. For the benefit of the guests, my role is divided into three parts: one is to present the evaluators for the prepared speeches, two is to call the TAG team (Timer, Ah Counter, Grammarian) for their respective reports and finally, giveĀĉ my overall assessment 3 the general meeting3. Before calling the first evaluator, "can I please call the Timer to give us the time guidelines for the evaluation 3"? I am the general evaluator of meeting 3 of Ā . Here are 8 ways to do itWithout someone who evaluates each meeting3 a club may not know what did right and more importantly, what can improve upon.Being the overall evaluator, you will be able to improve your feedback skills3 as well as truly contribute to the club's growth valuable feedback and recommendations.HereĀ is how 3 you can prepare for the role of EVALUER: Before the speech before the meeting, reach out to all the evaluators and ask them for a small introduction. Remember, to comment on all the actors of the roles, as well as the conduct of the meeting as a whole. Articles related to ToastMaster roles: here is a checklist for you to consider when evaluating: Time: Did the meeting start on time? The general evaluator is the one who performs the evaluation session of a Toastmasters meeting. Finally, move on to your overall evaluation of the meeting. You can take a notebook with you where you write down all the introductions and comments you wish to submit. When it became the stage, don't be afraid to use the notebook. To begin, let's call the timer of the day, Juan, for his report. The introductions of the AH counter and grammar will follow the same flow. I'd like to call our first evaluator, Lee, who will evaluate Raj's speech. Did the audience warm up well? Chairman: How were the opening remarks? Importance of the moment in public speech? Talk to the audience and consult it as and when you feel the need to. Related article: 5 body language tips to order that the Stagethis are reduced to their general public speaking skills. That's good. The 5 tools of public speaking, connection, narration, explanation, persuasion and revelation, taught here are immensely helpful. Being the founder of Ted's conversations, Chris Anderson provides numerous examples of the best TED speakers to give us a very good one. Practical way to overcome the fear of the stage and deliver a speech that people will remember. The role is divided into 3 parts: introduction of the evaluators for the prepared speeches, introducing the role bearers (timer, counter ah, grammar) for their respective reports and performing general evaluation 3 the meeting3 Ā Why is the role of the general evaluator important? Since Toastmasters is a non-profit organization, it is run on people who ,yaD eht fo retsamsaoT edraT/saĀd soneuBĀĀ :Āsa ranos aĀrdop nĀĀug uS.opmeit ed satuap sal rad arap rodazirpomet le ricudortni euq agnet euq edeup nĀĀibmaT.etnatropmi se ĉĀĀq rop y lareneG rodaulavE led lepap le se lĀĀuc euqilpxe ,sodativni sol ed oicifeneb le araP ,raziromem ed selicĀfid res nedeup euq setnerefid sotnup soirav erbos ralbah euq seneit etnemlamron ,lareneg rodaulave omoc ,sĀĀmedA ,lepap ut a y omsim ita etodnĀĀtneserp y ocilbĀĀp la odnadulas azeipme ,oiranecse la emall et aĀD led retsamsaoT le odnauCoiranecse le nĒosrucsid led atcefrep nĀĀicaulave al rarobile ed dadilibah aL .odanoicaler olucĀtraA.ragul led atelpmoc atsvĀ anu renet arap alas al ed arestat etrap al ne etratnes atnetni ,nĀĀinuer al a seugell odnauC ?soiratnemoc sol selbidua y soralc noreuFĀĀ ?samet sol rednetne ed selicĀĀf noreuFĀĀ ,ortseam sameT albaĀĀ,sole ed onu adac a senoicadnemocer y soigole rad y etnemlaudividni rodauĀave adac erbos ratnemoc ,osrucsid led serodaulavE?soiratnemoc sol selbidua y soralc noreuFĀĀ ?ocilbĀĀp osrucsid le ne acilĀĀmarg aneub anu ed aicnatropmi al erbos ĀĀbaHĀĀ ,ocilĀĀmarC?sorbmelm y sodativni ertne alczem aneub anu a-ĀbaHĀĀ ,ymedU no gnikaepS cilbuP no nosrednĀĀ sirĀC ,stnesepT nemuca ,osruc etsa a ozatsiv nu sehece euq etnemadiceracne odneimocer et ,ocilbĀĀp ne ralbah a odnazepme sĀĀtse IS,sĀĀres lareneg rodaulave rojem ,ecnacla narg ed nĀĀaicainumoc ed satneimarreh sal seugilpa y sapes sĀĀm otnauc ?ragul le noc amelborp nĀĀgla obuHĀĀ ,nĀĀinuer al ed atcudnOC?selepap ns neib noracilpxe sodotĀĀ ,setnatneserpeR?opmeit a ĀĀranimret nĀĀinuer alĀĀ , nĀĀĀzar anu rop Āba ĀĀtse nĀĀicaluger/alger adac ,secev a satcirtse yum recerap nedeup satuap sal euqnaĀs retsamsaoT rop sadanoicroporp satuap sal noc odreuca ed enoicnuĀ y erepsorp bulc nu euq arap etnatropmi se otsE ,senoicadnemocerĀ rarojem edeup bulc le euq ol y )senoicadnemocer( neib ozih bulc le euq ol regocse y nĀĀinuer anu ravresbo ed eugracne es euq netuĀga rebah euq eneit ,otnat ol rop ?srorre ?srorre lacinhcet yna ereht erEW ,lacinhcet?noitacol elbatrofmoc a ti saW ,ediug ecnerefer a sa ti esU ?retsamsaoT fo tuO tsoM eht gnitteG uoY erA :elcitra minueR,fllesti sniatsus srebmem 000,003 revo fo noitaznagro evissam a yhw snosaer niam eht fo fo eno fo eno era senilediug esehT .ti morf tudo daer tsuj tĀĀĀ andy ,uoy htiv kooibeton ruoy evah od uoy hguoht snow ,dnim ni peek tuB ,stseug raed ym dna

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