

The Table Topics Master:

The role of the Table Topics Master is to select and prepare appropriate subjects for Table Topics in advance and then conduct the session. Consider topics that are relevant to a broad range of speakers. They can have a theme, but this is not essential. They can be single words, phrases or a few sentences long.

1. Introduce the theme (if there is one) of your Topics
2. Explain that it is not necessary for speeches to be true, as long as they follow an organised path with a beginning, middle and end. One method for speaking is STATE opinion; GIVE reason for your opinion; RESTATE your point of view.
3. Inform participants that their speech should be 2 minutes long. There will be a green light at 1 minute, an amber light at 1.5 minutes and a red light at 2 minutes. The maximum allowable speaking time is 2.5 minutes.
4. Encourage participants to include the **Word of the Night** and in their speech.
5. Challenge participants NOT to open their speech with the Topic Title. If the topic is a single word or short phrase, the Topic words should be included within the body or conclusion of the speech.
6. Announce the first Table Topic and repeat it for additional clarity so that everyone in the audience can consider it.
7. Then name the person you choose to address the topic and invite them to the stage area. Choose the people who have minimal roles for the evening (ie are not doing a speech) and any new members or guests first.
8. State their name and the Topic and lead the applause as they walk to the stage area. Shake their hand. Re-state their name and the Topic and leave the stage area.
9. Ideally you should shake their hand as they leave the stage area and then announce the next topic.
10. At the end of the session, hand the meeting back to the Chairman.