

TOASTMASTERS INTERNATIONAL®

Power Speakers Toastmasters
Club 1575030 - Area 24 - Division B - District 47

LECTERN CHEAT SHEET - TABLE TOPICS MASTER

1. STATE THE PURPOSE OF THE TABLE TOPICS (as follows):

The purpose of Table Topics is to give members an opportunity:

1. To practice the skill of speaking spontaneously and unexpectedly.
2. To think, to organize thoughts and
3. To speak within a specified (short) time frame.
4. To practice good listening, so **The Question Will Not Be Repeated** – everyone should be listening

2. REQUEST TIMING REQUIREMENTS (as follows):

- a. Mr(s) Timer may we have the timing requirements for the Table Topics?

3. PRESIDE OVER TABLE TOPICS:

- a. Ask a concise question.
- b. Select a participant from the agenda or the attendance.
- c. Thank each participants after their speech.
- d. Monitor remaining time by checking with Toastmaster.

4. REQUEST TIMING REPORT AFTER LAST SPEECH (as follows):

Mr(s) Timer may we have the timing report please?

5. REMIND AUDIENCE TO VOTE (as follows):

Please vote for the "Best Table Topic" and pass your ballots to the Vote Counter.

6. RETURN LECTERN CONTROL TO TOASTMASTER (as follows):

Having completed my duties as Table Topics Master, I now return control of the lectern to our Toastmaster of the evening: (name).