

Guideline Script for Table Topics Master

[Go to the podium]

Mister (Madam) Toastmaster, Fellow Toastmasters, and Guests

The purpose of the Table Topics portion of our meeting is to provide an opportunity for members of the audience to practice impromptu speaking.

Each Table Topics speaker is encouraged to remember and use the “Word of the Day” in his or her response to the question posed. Again, today’s “Word” is _____. A speaker is required to use the “Word of the Day” in order to qualify for the vote for Best Table Topics Speaker.

Time allotment for this extemporaneous speech is 1 to 2 minutes.

(Optional) I will not call on a guest unless there is a guest in the audience who would like to volunteer?

First question ... *[call on audience member]*

Second question ... *[call on audience member]*

Third question ... *[call on audience member]*

NOTE: *Announce the topic first and then call on the audience member. Call on a duty holder only if no other audience member is available; if this is necessary, choose the duty holder with the duty least “missed.” Do not call on Speakers or Evaluators. (Before starting topics, you can ask for volunteers from among the guests; however, never call on a guest without his/her prior consent.)*

After the last speaker...

May we have a timer’s report please?

May we have a “Word of the Day” usage report from the Grammarian?

Please cast your vote for “Best Table Topics” speaker.

I now return control of the meeting to this evening’s Toastmaster, _____.

Mister (Madam) Toastmaster

[Sit down]