



Table Topics Master

Run the impromptu speaking session with clarity and energy.

Purpose

The Table Topics Master leads the impromptu speaking section. This role gives members and willing guests a chance to practise organising thoughts quickly and speaking with confidence under time pressure.

Before the meeting

- Check the meeting theme with the Toastmaster or VPE.
- Prepare more questions than you think you will need.
- Keep questions short, clear, and accessible.
- Avoid specialised knowledge, trick questions, or embarrassing topics.
- Confirm who already has major roles so you can call on others first.
- Confirm timing with the Timer.

Good question design

Strong Table Topics questions:

- Are easy to understand immediately.
- Invite an opinion, story, choice, or imagination.
- Can be answered without specialist knowledge.
- Are not too personal.
- Fit the theme without feeling forced.

Running the session

- Explain the purpose of Table Topics.
- State the timing.
- Encourage use of the Word of the Day.
- Ask the question first, then call the speaker.
- Lead applause as the speaker comes up and returns.
- Keep your own comments short.
- Watch the clock and end on time.

Speaker selection

Priority order:

1. Members without another speaking role.
2. Members with light roles.
3. Willing guests.
4. Major role players only if time allows.

Ballito Toastmasters Club

Meeting Role Guide



Guests must be invited, never pressured.

Closing the session

- Ask the Timer for qualifying times if awards are being used.
- Ask members to vote if required.
- Thank all speakers.
- Hand back clearly to the Toastmaster.

Ballito standard

Keep the session friendly, quick-moving, and inclusive. Your job is to make other people shine, not to perform between every question.

Source basis

- Toastmasters International Topicsmaster role:
<https://www.toastmasters.org/membership/club-meeting-roles/topicsmaster>
- Toastmasters International Table Topics Speaker role:
<https://www.toastmasters.org/membership/club-meeting-roles/table-topics-speaker>
- Ballito Toastmasters local Topicsmaster notes.