

Table Topics Master Do's and Don'ts

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DO:

- Prepare a set of 3-5 questions ideally in tune with the theme of the meeting.
- Use the **KISS** approach: **K**eeP **I**t **S**imple (question) & **S**ingle (objective)
 - ✓ A question simple question follow Toastmaster's Table Topics Contest Rule #2 :
"The topic (question) must be reasonable in length, must not require a detailed knowledge, and must lead to an opinion or conclusion."
 - ✓ Have a single objective (ex. Show conviction, Use vocal variety, use a story).
- State the question twice before calling on someone. This way, everybody in the room listens carefully and thinks about how they would answer.
- Chose members with no roles or small roles to participate in Table Topics.

DON'T:

- Wait till the last minute to prepare your questions (topics).
- Ask complicated, bizarre, or twisted questions. You defeat the purpose of Table Topic and the most likely outcome is you will stump the speaker. Your goal is to give the speaker a chance for success. Why? Success builds confidence. The ultimate goal of Toastmasters.
- Arrive at the last minute. Arrive at least 15 minutes early to identify which members have no roles or small ones, and hence, who you will call upon to participate

By following these Do's and Don'ts, chances are you will lead an engaging Table Topics session while giving members an opportunity to learn and a chance for success.