



## Table Topics Speaker:

Congratulations on taking this assignment. It will offer you an excellent opportunity to practice

### Introduction to Impromptu Speaking:

Most of the talking we do every day – simple conversation – is impromptu speaking. Yet for some members, TABLE TOPICS™ is the most challenging part of a Toastmasters meeting. Table Topics continues a long-standing Toastmasters tradition – every member speaks at a meeting. But it's about more than just carrying on an anxiety-ridden tradition. Table Topics is about developing your ability to organize your thoughts quickly and respond to an impromptu question or topic.

### Competent Leader Credits

You can use this assignment to get credits in your own *Competent Leadership (CL)* programme. Please ask your Vice President Education to assign you an evaluator to provide you with feedback on this leadership role. Your assigned evaluator will provide YOU with feedback on your leadership strengths in this role and offer suggestions for improvement the next time you are assigned this role.

This assignment is only relevant to Project 1 – Listening and Leadership so we recommend that everyone select this assignment as part of their Project one choices.

ROLE	Competence	
PROJECT 1	Listening and Leadership	X
PROJECT 2	Critical Thinking	
PROJECT 3	Giving Feedback	
PROJECT 4	Time management	
PROJECT 5	Planning and Implementation	
PROJECT 6	Organise and Delegating	
PROJECT 7	Developing your facilitation skills	
PROJECT 8	Motivating People	
PROJECT 9	Mentoring	
PROJECT 10	Team Building	



## Points to remember

### Structure:

Remember that in essence you need to deliver a mini speech which consists of an opening, a body with logical points and then a closing which summarises what you said:

**Be confident.** Remind yourself that pausing is okay and restating the question will help you steady your response. \

**Be brief.** It is easy to stray off topic and begin repeating statements, adding new points, or backtracking. Stick to your main points.

**Be sincere.** Trying to be inventive when you don't know the answer to a question can be risky. It is better that you admit if you don't know how to respond.

### Delivery:

- **Listen** carefully to the topic you are given. A good response is dependent on an attentive attitude and careful listening can provide part of your response
- **Confirm:** Repeating or confirming the question/topic out loud provides you with a clearer idea of how to respond and will help verify the topic in case you misunderstood it.
- **Pause** before you speak allows you more time to refresh your thoughts and formulate an answer.
- **Tell:** Be enthusiastic but stay focused and stick to the essentials. Don't give in to the urge to analyze every aspect of the topic.
- **End:** Once you have said what you want to say, don't belabor the point. Bring your comments to a close; emphasize your main point, smile, and make eye contact with your listener if possible.

### Strategies:

- Express an opinion
- Address cause and effect
- Break the topic into components
- Discuss Past Present Future

### Resources:

- Better Speaker Series – Impromptu Speaking