



Meeting Helpers

Toastmasters International: Where Leaders Are Made

Prepared and edited by Andrew M. Bott



tm.115y.com

Table Topics Speaker Notes

What Are The Table Topics?

Dr Ralph Smedley, Toastmasters' founder, hopes each and every member has the opportunity to speak at each and every meeting.

To help accomplish this, he designed the Table Topics session. In this session, members have the chance to answer impromptu questions. In addition, these answers need to be coherent and have a good strong conclusion.

You'll need to practice your Table Topics skills:

- To cure stage fright
- To answer questions well in a job interview effectively
- To answer awkward questions -- from your parents or boss -- well and quickly.
- In your professional life, such as a bank manager, to provide you with the service you need
- Making a formal presentation with a Q&A session
- When you become a rock star or celebrity, you'll need to answer the reporters & fans following you around?
- When you become president or government minister

4 Steps to Answering Table Topics Easily*:

1. Answer the question
2. Give 3 reasons with examples
3. Quick summary, by repeating the 3 examples
4. CTA: Call to action. What do you want the audience to do?

An Example:

Q) What's your favorite color?

Answer the question:

Oh I just love blue, don't you?

Give 3 reasons with examples:

First, I love blue because it reminds me of the sky. Whenever I see the blue sky on a sunny day, I always feel very happy.

Some of you may know, that my favorite sport is diving in Kenting. Diving in the deep blue ocean amongst the fishes is truly a wonderful experience. You should try it.

My company's logo is blue. This logo is a symbol of success and security for myself and our clients.

Quick summary, by repeating the 3 examples:

I really like blue because blue skies make me feel happy, reminds me of my holidays diving in the deep ocean in Kenting, and the bright future I have with my company.

CTA: Call to action. What do you want the audience to do?

Whatever your favorite color is, I hope you look at it every day because it will put you in a good mood. With a good mood, you can be more productive, powerful and successful.

After all, we are all Toastmasters, and being successful is good isn't it?

Remarks:

- Keep speaking until the green flag, i.e. don't sit down before then 😊
- 2' is a really long time, so you have time to think and you can speak very slowly and say a lot!
- You can prepare your answer in advance. Just make your prepared answer fit the question.
- Most importantly: Have fun!

Footnotes:

- Topicsmasters should download the "Meeting Helper for Topicsmasters"
- Some meetings have a Table Topics Evaluator. There's also a helper file for the TTE on the website.
- Team work makes the dream work so some content was inspired by Sigrid Chen & Mandy Jhuang, and Sam Hung's *4 Steps to Answering Table Topics*