

Table Topics Master

As **TABLE TOPICS MASTER** you are one of the key people at a meeting. Your task is to prepare and moderate the impromptu speaking part so that the participants practice unprepared speaking. You are therefore jointly responsible for the successful running of the meeting.

BEFORE THE MEETING

- Talk with the evening's facilitator to see if there is a specific topic to which you can adapt your impromptu speeches, if necessary.
- Prepare questions for 5-7 impromptu speeches.
- Don't make the questions too complicated - short and to the point is best.
- Prepare a few easy impromptu speeches for the guests and leave the hard stuff to experienced speakers.

DURING THE MEETING

- Briefly explain the purpose of impromptu speeches.

Note: impromptu = stirrup, talking without getting off the horse, talking without preparation. Needed in everyday life, on the job, or for sudden interviews....
- Share the time frame (1 minute = green, 1:30 = yellow, 2:00 = red, 30 sec to finish).
- Introduce your topic/motto (if any).
- Now come to the implementation of the impromptu speeches.
- Name your first question and only then the participant who is to tell something about it.
- Greet the speaker on stage and step aside.
- Continue with the next question and so on.
- At the end: repeat the names of the speakers and the questions. Call on those present to vote for the best impromptu speech of the evening -> QR codes or link in chat.

NOTES

- During the break, ask guests if they would like to participate in the impromptu speeches.
- Club members must participate. **Important:** Prefer members who have no or only a small speaking engagement that evening.
- The first impromptu speaker should be an experienced member.
- Stick to the allotted time. Add or delete 1-2 impromptu speeches if necessary.