

## 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).
- It would be great if you share a technique for handling table topics
- 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.