

TABLE TOPIC MASTER CHECKLIST

TASK	EXPLANATION	
Introduction to Table Topics Session	<p>Explain purpose of Table Topics Session (think on feet, called upon in a meeting to speak, interviews etc.)</p> <p>Explain the what, why, and how of table topics.</p> <p>A table topic is a short speech, which should have an introduction, body and conclusion. Choose 3 points and speak on those.</p>	
Opening of Envelopes	<p>Request the first speaker to open their envelope in order that they have 2 minutes to prepare their talk. Explain that each subsequent speaker should open their envelope when the previous speaker begins to speak.</p>	
Timer	<p>Call upon the Timer for an explanation of the timing.</p>	
Introduction of Theme	<p>Introduce the theme and explain how the session will proceed. If you are not using envelopes, explain how the speakers are to be given a queue on their topic.</p>	
Introduction of Speakers	<p>Introduce the speakers and their topics. Lead the welcoming applause. Shake the speaker's hand before and after their speech. Lead the applause.</p>	
Bridge Gap	<p>Bridge the gap between speakers by making BRIEF comments or a QUICK summary of the speech and introduce the next speaker.</p>	
Topics	Name	Topic
Table Topic Speaker 1		
Table Topic Speaker 2		
Table Topic Speaker 3		
Table Topic Speaker 4		
Close Session	<p>Close the session with a BRIEF wrap up comment.</p>	
	<p>Call upon the Table Topics Evaluator. Lead the welcoming applause. Shake the Table Topics Evaluator's hand.</p>	