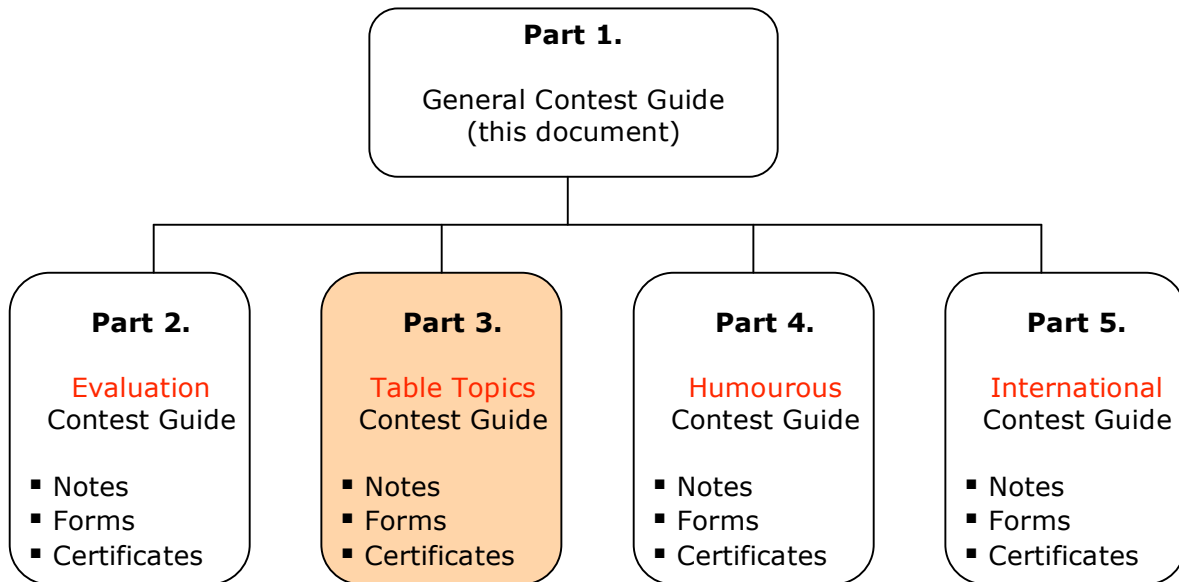


## Table Topics Contest

This guide is the third part of a manual on TM contests as a whole



## Part 2 – Table Topics Contest Guide

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### Eligibility

All Toastmasters who are members in good standing of the Club in which they are competing are eligible to compete. The Club also must be in good standing. New, dual, or reinstated members must have dues and membership application current with Toastmasters International.

The following are ineligible to compete:

- incumbent International Officers and Directors

- District Officers (Governor, any Lieutenant Governor, Secretary, Treasurer, Public Relations Officer, Division and Area Governors) whose terms expire June 30
- International Officer and Director candidates
- Immediate Past District Governors
- District Officers or announced candidates for the term beginning the upcoming July 1
- presenters of educational sessions at the Area, Division, and District event at which the contest will be held
- an individual may not be a judge at any level for a contest in which they are still competing

### The Topic

All contestants will receive the same topic, which shall be of a general nature, and shall speak for two minutes. The topic shall be of reasonable length, shall not require a detailed knowledge and should lead to an opinion or conclusion.

### Timing

Timing begins with the first definite verbal or non-verbal communication with the audience.

Green light at 1 minute for 30 seconds. Yellow light at 1 minute 30 seconds for 30 seconds. Red light at 2 minutes and remains on until speech concluded (there will be no signal (e.g. buzzer) for going overtime. If you speak for less than one minute or more than two minutes 30 seconds, you will be disqualified.

### Judging Criteria

- **Speech development - 30%**  
Opening, body, close, organisation, smoothness
- **Effectiveness - 25%**  
Logic, directness, enthusiasm, achievement of purpose
- **Physical - 15%**  
This relates to your appearance and body language
- **Voice - 15%**  
Voice volume and flexibility
- **Language - 15%**  
Appropriate to speech, purpose and audience, used good grammar, pronunciation and word selection

Briefing the Table Topics judges

<http://www.toastmastersdistrict61.org/eng/contest/docs/judg-tt-e.pdf>

*Table Topics Contest will be held first.*

- 7:00 Call the contest to Order and introduction of the Contest Chair Sgt@Arms
- 7:01 Contest Chair.  
Welcome to all TM, and guests to *(Where the contest is held)* for the *(State level, i.e. Club/Area/Div/Dist) Table Topics and Humorous Speech Contest (year)*.
- Fist on the agenda is the toast which will be presented by \_\_\_\_\_.
- 7:02 **Toast** *(Speech #1 - Special Occasions Manual)* \_\_\_\_\_.
- 7:04 *(Contest Chair)* Thank You **TM** \_\_\_\_\_ *(Upon completion of toast)*. And now, a bit of background information for the benefit of our guests and new members. Tonight's winners will progress to the *(State the level)*, and should they win there, will go on to the *(State the level)*. Contest which will take place on *(date)* at *(location)* \_\_\_\_\_.

### Purpose

1. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
2. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

**Eligibility**

To be eligible a contestant must:

1. Be a Toastmaster in good standing of a club in good standing. i.e. dues sent and received at WHQ,
2. Not be a current District or International officer, nor have declared the intent to run for, District or International office (i.e. District Treasurer, Area Governor, etc).

**Contest chair**

1. Identify speaking area as agreed upon by the contestants,
2. Request no recording of speeches or picture taking during the contest.
3. Instruct audience to turn off their beepers, cell phones or any object that may make noise during the contest.
4. To eliminate perception of bias, introduce each contestant as follows:  
Contestant # ... Name, Name, Contestant #;

**Speaking Order** (Speaking Order as determined by lot)

\_\_\_\_ *Name* \_\_\_\_\_ .  
 \_\_\_\_ *Name* \_\_\_\_\_ .  
 \_\_\_\_ *Name* \_\_\_\_\_ .

\_\_\_\_ *Name* \_\_\_\_\_ .  
 \_\_\_\_ *Name* \_\_\_\_\_ .  
 \_\_\_\_ *Name* \_\_\_\_\_ .

## Table Topics Contest Toastmaster Guide

### Upon Being Introduced:

- Thank the Area Governor, greet the audience, explain the purpose of and how the Table Topics Contest will be conducted.
  - Acknowledge any distinguished guests, the Chief judge and the other officials
  - Explain the rules under which this conducted will be judged.

### Conducting the Contest

- Ask the Sgt-at-Arms to escort all but the first Contestant from the room.
- Invite the First Contestant to the lectern.
  - Introduce the speaker as follows:
    - State the contestants name, the topic, the topic and the contestants name
- After asking the question, be seated and await the Contestant to end his/her comments.
- Lead the applause and go quickly to the lectern, shake the Contestant's hand and thank him/her.
- Ask the Timer to notify you when One Minute has elapsed.
- After being notified that one minute has elapsed, ask the Sgt-at-Arms to bring the next Contestant into the room.
- Repeat the procedure used for Contestant #1.
  - When the last Contestant has completed his/her comments and left the lectern, ask the Chief Judge to signal you when all ballots have been collected.
  - When the Chief Judge indicates all ballots have been collected and left the room with the Counters, lead the audience in a round of applause for the Contestants excellent performances.
  - Call each contestant back to the lectern to 'interview' them and present the participation certificates. [Note – you may have used the biographical information form to gather some background information on the contestants. A copy of the form is attached in this manual]
  - Repeat the above process until all contestants have been interviewed and presented with Certificates of Participation.
  - By now, the judges should have returned with the result. You can make your final comments and hand over to the Chief Judge to announce the winners and present the prizes.



Club No. \_\_\_\_\_  
District \_\_\_\_\_  
Name of Contest \_\_\_\_\_

**Eligibility** (To be completed for all contests)

I certify that I am eligible to compete, under the current Speech Contest rules. I am an active Club member in good standing and meet all other eligibility requirements.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME



# TABLE TOPICS CONTEST

## Judge's Guide and Ballot

Judging Items [ SEE OVER FOR DESCRIPTION ]	<u>Suggested POINT VALUES</u>				Name	Name	Name	Name	Name	Name	Name	Name	Name
	E X C E L L E N T	V E R Y  G O O D	G O O D	F A I R									
<b><u>SPEECH DEVELOPMENT</u></b> OPENING, BODY, CLOSE ORGANIZATION, SMOOTHNESS	30	23-29	17-22	0-16									
<b><u>EFFECTIVENESS</u></b> LOGIC, DIRECTNESS, ENTHUSIASM, ACHIEVEMENT OF PURPOSE, AUDIENCE REPOSE	25	18-24	11-17	0-10									
<b><u>PHYSICAL</u></b> APPEARANCE BODY LANGUAGE	15	11-14	6-10	0-5									
<b><u>VOICE</u></b> FLEXIBILITY VOLUME	15	11-14	6-10	0-5									
<b><u>LANGUAGE</u></b> APPROPRIATE TO SPEECH, PURPOSE AND AUDIENCE, GOOD GRAMMAR, PRONUNCIATION AND WORD SELECTION	15	11-14	6-10	0-5									
<b>TOTAL SCORE ( 100 Points Possible )</b>													

( Detach and submit to Counters )

### Judge's Official Ballot TABLE TOPICS CONTEST



Name of Contestant :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>PLACE</u>	<u>RANKING POINTS</u>
FIRST	3
SECOND	2
THIRD	1

*(NOTE: Votes must be cast for First, Second, and Third place or the ballot will be voided.)*

( Signature of Judge )

( Judge's Name : Please PRINT )

## **JUDGING CRITERIA**

**SPEECH DEVELOPMENT** is the way the speaker puts ideas together so the audience can understand them. The Table Topics response is structured around a purpose, and this structure must include an opening, body and conclusion. The response is supported by relevant examples and illustrations, facts and figures if appropriate, and is delivered smoothly.

**EFFECTIVENESS** is your subjective judgment of how the response came across. Were you able to determine the speaker's purpose? Did the speech relate directly to the given question or topic? Was the response clearly and logically presented?

**PHYSICAL** presentation of the response carries part of the responsibility for effective communication. The speaker's appearance should reinforce his or her response. Body language should support points through gestures, expressions and body positioning.

**VOICE** is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis, and should have a variety of tone and volume. A good voice can be clearly heard and the words easily understood.

**LANGUAGE** refers to the choice of words that relate to the response. Language should promote clear understanding of thoughts and should fit the occasion precisely. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

## **JUDGE'S CODE OF ETHICS**

1. Judges will consciously avoid bias of any kind in selecting first, second and third-place contestants. They will not consider any contestant's club, area division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.



# TABLE TOPICS CONTEST

## TIEBREAKING Judge's Guide and Ballot

Judging Items [ SEE OVER FOR DESCRIPTION ]	<u>Suggested POINT VALUES</u>				Name	Name	Name	Name	Name	Name	Name	Name	Name									
	E X C E L L E N T	V E R Y  G O O D	G O O D	F A I R										1	2	3	4	5	6	7	8	9
<b><u>SPEECH DEVELOPMENT</u></b> OPENING, BODY, CLOSE ORGANIZATION, SMOOTHNESS	30	23-29	17-22	0-16																		
<b><u>EFFECTIVENESS</u></b> LOGIC, DIRECTNESS, ENTHUSIASM, ACHIEVEMENT OF PURPOSE, AUDIENCE REPOSE	25	18-24	11-17	0-10																		
<b><u>PHYSICAL</u></b> APPEARANCE BODY LANGUAGE	15	11-14	6-10	0-5																		
<b><u>VOICE</u></b> FLEXIBILITY VOLUME	15	11-14	6-10	0-5																		
<b><u>LANGUAGE</u></b> APPROPRIATE TO SPEECH, PURPOSE AND AUDIENCE, GOOD GRAMMAR, PRONUNCIATION AND WORD SELECTION	15	11-14	6-10	0-5																		
<b>TOTAL SCORE ( 100 Points Possible )</b>																						

( Detach and submit to Counters )

### TIEBREAKING Judge's Official Ballot

## TABLE TOPICS CONTEST

Note: All speakers must be ranked



Place / Name of Contestant :

First \_\_\_\_\_ Fourth \_\_\_\_\_ Seventh \_\_\_\_\_

Second \_\_\_\_\_ Fifth \_\_\_\_\_ Eighth \_\_\_\_\_

Third \_\_\_\_\_ Sixth \_\_\_\_\_ Ninth \_\_\_\_\_

( Signature of Judge )

( Judge's Name : Please PRINT )







# TOASTMASTERS INTERNATIONAL

## Counter's Tally Sheet

This tally sheet should be given to the Chief judge. The Chief judge should provide the Chairman the names of first, second, and third (if appropriate) place contestants. The balance of the information is confidential and not to be made available as general information.

NAME OF CONTESTANT									
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
<b>Totals</b>									

1. From each ballot collected, enter on this tally sheet:
  - a. 3 points for FIRST place
  - b. 2 points for SECOND place
  - c. 1 point for THIRD place
  
2. After results from all ballots have been entered, compute totals.
  
3. If tie results, refer to Tie-Breaker Ballot (1188).
  
4. Enter winners as follows:
 

1st Place Winner \_\_\_\_\_

2nd Place Winner \_\_\_\_\_

3rd Place Winner \_\_\_\_\_
  
5. On a separate sheet of paper, submit the names of the winners to the Chairman or the person who will announce the results. Clearly specify first, second, and third (if appropriate) place next to the corresponding names.

## **SPEECH CONTESTANT BIOGRAPHICAL INFORMATION**

Please return this biographical information before \_\_\_\_\_ to the contest chairman if you are participating in a Club, Area, Division or District speech contest or to WHQ for the International Contest held at the Annual Convention.

The material provided here may be used during the contest interviews and/or for any publicity arising from the contest.

1. Your full name, address, telephone number(s) and email address(es)

2. Club Name and Number

3. Occupation

4. Employer

5. Interests

6. Notable accomplishments

7. Speech title (for International and Humorous contests only)

8. Officer positions held in your club, Area, Division or District.

9. Highest Toastmasters Award level reached

10. Name of community newspaper closest to you.