

Topics Chairman's Helpcard

Preparation:

1. Ask new members during the break if they want to participate
2. Take the lectern out of the way

"Ladies and Gentlemen, good evening. The purpose of the "topics" session is to encourage and develop ability in the art of "impromptu speaking". That is speaking without preparation. Tonight, I will give you a topic and you only have a few seconds to gather a few ideas, go on stage and start speaking about the topic for **2 minutes**. This is quite a challenging exercise, but it is always a **lot of fun**. Do not worry if you do not finish the 2 minutes, it happens to all of us."

"Topics will be evaluated by: _____"

- "We have a set of lights to help us during the Topics"
- Green light will be on at **45** seconds
- Amber light will be on at **1min 15** seconds
- Red light will be on at **1min 45** and off at **2 min 15**. You should aim to finish your speech at **2 minutes** - that is 15 seconds after the red light is on. Is that clear for every one?"

*Explain the theme selected for topics **Advice:** Start with an experience speaker and with people who have not spoken yet. **Introduction to speaker:** Ladies and gentlemen, on the theme of (Subject) please welcome (name).*

"applause"

"Ladies & Gentlemen - thank you for taking part in tonight's topics session. I will now hand back to your chairman."