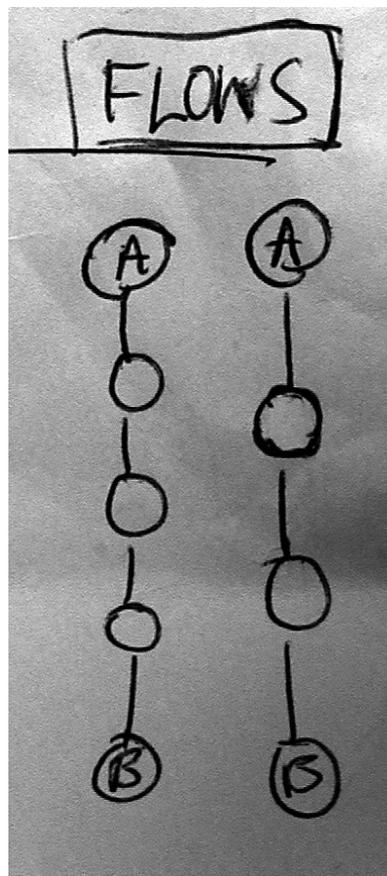


WARWICK

Your Fast Track to Executive Communication

Listen to the audio file "The Essentials of a benchmark table topics speech" at <http://www.warwickjohnfahy.com/warwicktm.html>

You can read about this speech in Mandarin at <http://xiaoxiaosun1978.blog.sohu.com/>



Essentials of a benchmark table
topics speech

Two Myths of Table Topics:

Myth#1: You can't prepare for Table Topics

MythBuster: Yes you can. Find a Flow is key to delivering a powerful 2 minute speech.

Myth#2: Content is king

MythBuster: Unlike a prepared speech, content is secondary in table topics. The impact of the performance is more important than having excellent content.

How to start: The Opening

1. Remember a Table Topics is a speech. Have an opening and middle and an end.
2. Choose a structure. Either two points or three points.
3. Open strong. With energy and purpose.
4. Answer the question directly. "Yes..No.."
5. Make it personal. Use personal examples whenever possible.

Find your Flow

6. For two point flows:
 - Compare (before with after)
 - Advantages vs Disadvantages
 - Male view with female view
 - Chinese view with Western view
 - Older generation vs younger generation
7. For three point flows:
 - Past - Present - Future

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- Problem - Reaction - Solution
- Evolution (Web 1.0 - Web 2.0 - Web 3.0)
- Aspects (economic - social - technological)

The Ending

8. Have an ending!
9. Use a recap of main points
10. Echo your opening answer
11. Call to action

Bonus Tip:

12. For Table Topics Master, make sure you check which members do not have roles. Note them down before the session, and call them up first. Every member should speak in a meeting, and the Table Topics Session is an ideal place to “encourage” member to take the stage!

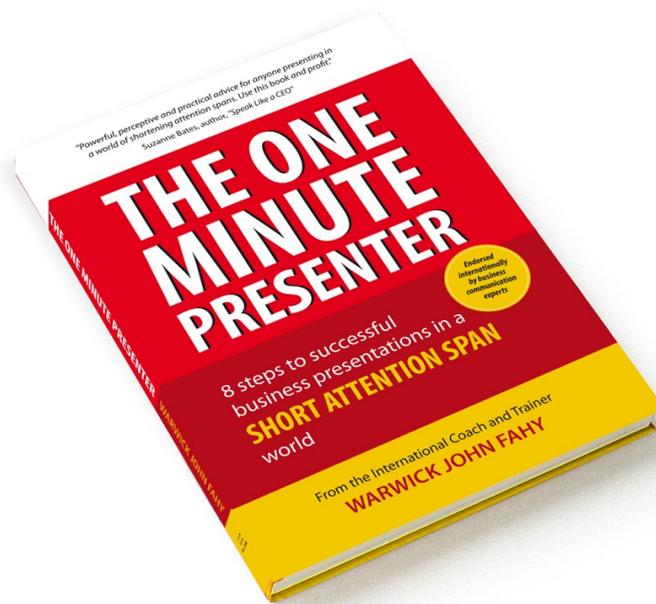
Good luck! Feel the fear and do it anyway! Your speaking skills will sharpen up immensely the more you take on Table Topics.

These tips are offered in the spirit of sharing, so please forward them to your Toastmaster friends and feel free to post on your web sites, blog and social media. Appreciate if you can keep the audio and text files in their original format and offer a link back to my web site at www.warwickjohnfahy.com. Happy Toastmastering!

Warwick John Fahy, 19 May 2009

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Your Fast Track to Executive Communication



Warwick is the author of *The One Minute Presenter : 8 steps to successful business presentations in a short attention span world*.

The book gives business managers a roadmap on the necessary skills needed to connect with a modern, tech-savvy audience.

You can learn more about the book, read *The One Minute Presenter* blog and sign up to Warwick's quick tips at www.oneminutepresenter.com

www.warwickjohnfahy.com

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Your Fast Track to Executive Communication



Warwick John Fahy

Warwick is a business facilitator known for helping teams grow and facilitating business results with multinational companies going through organizational development and change.

Since moving to Asia from London in 1994, Warwick has supported leaders and managers as a qualified and experienced consultant with a proven track record for bringing executives and teams to their full potential. He demonstrates deep cultural intelligence, while collaborating with teams across China, Asia, India and the Middle East. Warwick trains and coaches in the key soft skills of communication and leadership needed to build effective and productive leaders. As an insightful coach, Warwick's unique ability is to precisely assess development gaps and to provide a step-by-step, practical and supportive program that boosts skills in a systematic way.

Community and business leader

Warwick is currently an elected At Large Committee member of the British Chamber of Commerce in Shanghai. He is general manager of TEAMSWORK China, who help retain and develop talent for multinationals through consulting, training and executive coaching services across Asia Pacific and the Middle East. TEAMSWORK China is an accredited Social Enterprise and invest 10% of revenue back into the education of the community, particularly orphans and girls in under-developed regions.

Public Speaking Pioneer

Warwick is author of *The One Minute Presenter*: a guide to successful business presentations. Warwick has been a catalyst to the expansion and development of Toastmasters in China. Under his leadership as Chairman, the organization doubled in size across China. Warwick continues to positively influence and mentor young and aspiring Toastmasters talent to become leaders themselves. Warwick is the first and only person from China to be invited into the International Hall of Fame in August 2007.

Professional Speaker

He is founding President of the Professional Speakers Association of China and runs a mentoring program for aspiring professional speakers. He is a Certified Professional Facilitator (CPF) - granted after demonstrating evidence of competency in five core facilitation competency areas. Warwick also promotes lifestyle design as a healthy living vegetarian, competing in triathlons around Asia.

www.warwickjohnfahy.com