

Impromptu Speaking

Speaking without preparation

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“It usually takes me more than three weeks to prepare a good impromptu speech”
-Mark Twain

Is it possible

- To learn how to speak “off the cuff?”
- To be prepared to speak “off the cuff?”



Top 10 People Who Need to Learn Impromptu Speaking

1. Sales Representatives
2. Telemarketers
3. Attorneys
4. Comedians
5. TV Journalists
6. Coaches
7. Students
8. Teachers
9. Team Captains
10. Managers

Benefits

- Improve oral expression of thought
- Develop confidence in public speaking
- Think quickly on your feet
- Develop leadership and communication skills

Speech Structure

- Opening
 - Opening Sentence
 - Attention Getting
 - Use stories, shocking facts, personal connections, etc.
- Body
 - Supporting materials and stories
- Conclusion
 - Conclude with impact; summarize review, or restate
 - Be brief and links back to the opening

P.R.E.P. Method

- When asked to express an opinion – to inform, persuade, or inspire
 - Point Make your point (Opening)
 - Reason Reasons for the point (Body)
 - Example Examples to justify (Body)
 - Point Links back to opening (Conclusion)

Past Present Future Method

- When asked for your comment on a particular subject
 - Point Make your point (Opening)
 - Past What happened (Body)
 - Present What is happening (Body)
 - Future What will/could happen (Body)
 - Point Links back to opening (Conclusion)

Other Methods

- Problem, cause, remedy
- Before, the event, results
- Local, state, federal
- Good, bad, indifferent



Speaking Tips

- Open your mouth when you speak
- Practice, Practice, Practice
- Entertain your friends
- Ask for feedback
- Watch yourself
 - In a mirror, or videotape

Write down your speech ideas

- Personalize
- Your opinions
- Humor
- Current events



Assignment

- Give an impromptu speech that lasts 1-2 minutes.
- Topics will be suggested by the class
- Write down a topic that you would like to hear about.
 - How to give a cat a bath...
 - Which is better, cats or dogs?
 - Who is the best leader that you know, and why?