



Speechcraft 2012

Impromptu Speaking



When Giving an Impromptu Talk:

- ▶ Listen
- ▶ Pause...
- ▶ Confirm
- ▶ Tell
- ▶ End!



Strategies:

- ▶ Point, Reason, Example, Point
 - (PREP system)
- ▶ Express and Justify an Opinion
- ▶ Address Cause and Effect
- ▶ Break Topic into Components
- ▶ Discuss the Past, Present and Future



Strategies: (cont.)

- ▶ Describe a Process
- ▶ State a Goal or a Problem and provide who it can be solved or attained
- ▶ Key word



Whatever You Do...

- ▶ Do not apologize
- ▶ Do not ramble
- ▶ Do not try to over too much
- ▶ Do not invent ... remain sincere



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Selecting a Topic



Personal Experiences:

- ▶ Family
- ▶ Professional
- ▶ Interests



Reference Materials

- ▶ Books
- ▶ Print Media
 - Newspapers
 - Magazines
- ▶ Television
- ▶ Internet



Collect it

- ▶ Cut it out
- ▶ Bookmark it in your internet browser
- ▶ Keep aside
- ▶ File it
- ▶ Jot it down!



Consider also

- ▶ What does your audience want to hear?
- ▶ What is the occasion?
- ▶ Who will speaking before and after you?
- ▶ What are your own abilities?
- ▶ Time allocated to present ...is it enough?
Or too much?



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