

Impromptu Speaking

What is an impromptu speech?

- Little or no advance notice.
- When called upon to:
 - Offer an opinion.
 - Share expertise.
 - Officiate in some manner.
 - Speak out in a social setting.



Workshop Objectives

- Consider common impromptu speaking situations.
 - General strategies for impromptu speaking.
 - Organizational strategies.
 - Simple memory strategies.
 - Purpose of each type of speech.
 - Specific strategies/essential components for each type of speech.
- Practice!

When might you have to speak without much notice?

- At a celebration like a birthday or anniversary.
- Proposing a toast at a wedding reception.
- Introducing a speaker.
- Presenting an award.

When might you have to speak without much notice?

- Accepting an award.
- Giving a status report in a meeting.
- Being asked for your point of view in a public meeting.
- Deciding to call in to a talk show.

General Strategies

- Know the objectives of your speech.
- Having an organizational plan helps...
 - You remember to include key points.
 - You present relationships between points.
 - Audience "track" with you.
 - Audience remember your points.

General Strategies

- Organizational plans
 - Tell them what you're going to tell them.
 - Tell them.
 - Tell them what you've told them.

General Strategies - organization

- Beginning, middle, end.
 - Keep intros and conclusions very brief so you can focus time on your main points.
 - Choose a good attention-getter and a strong end.
- Main points.
 - 2 - 5 main points.
 - Choose your best points.

General Strategies - organization

- Organizing your main points.
 - Usually present strongest points first.
 - Chronologically.
 - Spatially.
 - Cause-effect.
 - Problem-solution.
 - Topically.

General Strategies - organization

- PREP system to support premises.
 - P - Premise:
Females are treated inequitably in business.
 - R - Reason:
They usually receive lower salaries and have fewer opportunities for advancement.
 - E - Example:
A recent study conducted by...
 - P - Point summary.

General Strategies - organization

- Past, Present, Future approach.
 - Past - *The historical approach was...*
 - Present - *What we've been trying is...*
 - Future - *I'm recommending that we...*

General Strategies - other advice

- Don't try to say it all. Less is more.
- Audiences appreciate brevity.
- Never draw attention to the fact that you're speaking "off the cuff."

General Strategies – other advice

- Be well-read.
- Stick to topics you know about or feel strongly about.
- Side-step a lesser issue for a greater one.



• *Thanks for that question. I think the greater issue here, however is...*

Strategies to remember your points.

- Jot down notes, if necessary.
- Use a mnemonic device.
 - Colorful images.
 - Linking.
 - For more mnemonic devices, see www.mindtools.com.

Purposes & Strategies – specific occasions

Celebrations, Roasts, and Toasts

- Purpose: To recognize the person(s) or events being celebrated.
- Roasts and Toasts.
 - Roasts – Humorous tributes to a person in which a series of speakers poke good-natured fun at him or her.
 - Toasts – Brief tributes to a person or event being celebrated.

Purposes & Strategies – specific occasions

Celebrations, Roasts, and Toasts

- Strategies:
 - Listeners expect speaker to praise the person or subject.
 - Offer "insider info" that casts subject in a positive light.
 - Highlight remarkable traits of the person or subject.
 - Be brief – usually under 90 seconds.

Purposes & Strategies – specific occasions

Eulogies

- Purposes:
 - To commemorate the deceased.
 - To offer consolation to those in grief.



Purposes & Strategies – specific occasions

Eulogies


- Strategies:
 - Celebrate who the deceased was, what he or she did, believed in, etc.
 - Be realistic, but emphasize deceased's positive qualities.
 - Refer to the family.
 - Consider sharing humorous or favorite memories of the deceased.
 - Showing grief is okay, but don't break down.



Purposes & Strategies – specific occasions

Introducing a Speaker

- Purposes:
 - To prepare the audience for the speaker.
 - To motivate the audience to listen to the speaker.




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Purposes & Strategies – specific occasions

Introducing a Speaker

- Strategies:
 - Make any necessary announcements before beginning your introduction.
 - Establish the speaker's credibility by sharing key points of his or her...
 - Education.
 - Experience.
 - Related background.



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Purposes & Strategies – specific occasions

Introducing a Speaker

- Strategies (continued):
 - Identify the speaker correctly.
 - Preview the speaker's topic.
 - What is going to be covered?
 - Why is this important to the audience?
 - Ask the audience to welcome speaker.




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Purposes & Strategies – specific occasions

Introducing a Speaker

- Strategies (continued):
 - Be brief: 1-2 minutes.
 - Double-check your information.
 - After the speech:
 - Thank the speaker.
 - Cite a specific example from the speech that illustrates the relevance of the speech topic.
 - Then, offer closing remarks or instructions to the audience.




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Purposes & Strategies – specific occasions

Presenting an Award.

- Purposes:
 - To communicate the significance of the award.
 - To honor the recipient.
 - To communicate why the recipient was selected.



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Purposes & Strategies – specific occasions

Presenting an Award.

- Strategies:
 - Discuss the significance of the award.
 - Discuss the criteria for selection.
 - Highlight notable things about the recipient related to selection.
 - Consider logistics:
 - Present with left hand so you can shake hands.
 - Where and when should presenter/recipient exit?



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Purposes & Strategies – specific occasions

Accepting an Award.

- Purposes:
 - Express gratitude for the honor being bestowed.
 - Acknowledge the contributions of others toward recipient's success.



Purposes & Strategies – specific occasions

Accepting an Award.

- Strategies:
 - Prepare, if possible.
 - React genuinely and with humility.
 - Express what award means to you.
 - Thank those giving award.
 - Acknowledge the contributions of others.
 - Accept gracefully.
 - Close with thanks.



Purposes & Strategies – specific occasions

Giving a Status Report in a Meeting.

- Purposes:
 - To update others on the status of your work.
 - To possibly solicit team input.
- Strategies:
 - Briefly review progress made *before* last report.
 - Describe progress *since* last report.
 - Personnel involved and their activities.
 - Resources used (time, money).
 - Problems encountered and solutions used.
 - Expected goals/challenges before next meeting.

Purposes & Strategies – specific occasions

Expressing Point of View in Meeting, Etc.

- Purposes:
 - To present your point of view clearly.
 - To influence listeners.
- Strategies:
 - State your point of view clearly.
 - Demonstrate relevance of the issues to the audience.
 - Use a PREP organization.

Purposes & Strategies – specific occasions

Expressing Point of View in Meeting, Etc.

- Strategies:
 - Demonstrate credibility by...
 - Presenting info honestly.
 - Showing respect for listeners.
 - Backing up premises with data.
 - Discuss benefits of your point of view.
 - Avoid logical fallacies.

Purposes & Strategies – specific occasions

Expressing Point of View in Meeting, Etc.

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Sources

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