Extemporaneous (Impromptu) Speaking

What is it?

When do we speak extemporaneously?

Impromptu Speech Expectations

1. **Listen** Actively

2. **Plan your spontaneity!**
   Quick mindmapping/brainstorming…use applause/walk to lectern to think

3. Address Audience – this gives you a few more seconds to think

4. Organize your speech:
   ♦ Attention-getting opener
   ♦ Two points – use examples for reinforcement

   *Choose your strategy:*
   o Express knowledge/opinions/emotions
   o Address cause/effect
   o Focus on a theme with related topics
   o Use chronology: past/present/future

   ♦ Close/call to action

5. Use supportive vocal variety (pause to think, emphasize, etc.)

6. Gesture naturally
   © keep eyes on audience, feet on floor, body weight distributed & hands available for gestures

7. Timing (required 1-2 minutes) – when you finish a thought STOP

**TIPS** for when your mind goes blank:

1. **breathe** – gain your focus and relax so you can think
2. **pause** – it’s acceptable & expected that you stop briefly to think
3. use the first thing that **pops into your mind**
4. then use the second thing that **pops into your mind**
5. answer: **who, what, where, why, when, how**
6. describe your ideas using examples