
Communication Skills Building: Impromptu Speaking

— Global Tourism & Communication —
Day 7

Agenda

- Warm-Up Discussion
- Impromptu Speeches
 - Types of Speeches
 - Tips & Things to Consider
- Activity



Lesson Goals

By the end of this presentation, you will have a better understanding of:

- **Different types of speech delivery, including impromptu.**
- **Good use of voice while giving a speech.**
- **Giving a short impromptu Speech.**

Activity: Warm Up Discussion

- What are some everyday situations when you must suddenly speak without much—or any—preparation?
- What are some different ways people use to remember a speech while they are giving it?
- How would you feel (emotions) if someone asked you to suddenly give a speech when you were not expecting it?

1 person from your group will present.

Types of Delivery for Speeches

- From memory
- Reading from a manuscript
- Extemporaneous
- Impromptu

Speaking from memory

- Write it out
- Practice
- No notes
- Memorizing the entire speech is difficult for most
- Not a frequent type of speech



Reading from a manuscript

- Write it out
- Read the entire speech
- Easier than memorization & can reduce anxiety
- Be careful!
 - No eye contact
 - Monotone voice



Extemporaneous

- Most common type of speech
- Sound conversational
- Limited notes (list of words, outline, flash cards) that are not referenced often



Impromptu

- Make a speech in the moment, with little or no preparation
- “...asked to say a few words”
- *On the spot* speaking



On the Spot speaking

- Talking to people in school
- Called on in class
- Answering questions
 - After a prepared speech.
 - During a job interview
- Asked to speak during a business meeting

Special events

- Weddings or birthday celebrations



Organize Your Thoughts



- Even in a spontaneous speaking situation, you can still present from a mental outline that you draft quickly (in your head) and keep in mind as you speak.
- Practice in the moment.

General Tips “Mental Organization”

1. What is the question or topic?
2. What is your answer or opinion about the topic?
3. How do I support my ideas?

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Step 1

What is the question or topic?

- To begin, think carefully about the precise nature of the question or topic.
- Be sure you understand the topic or question.



Step 2

What is your answer or opinion about the topic?

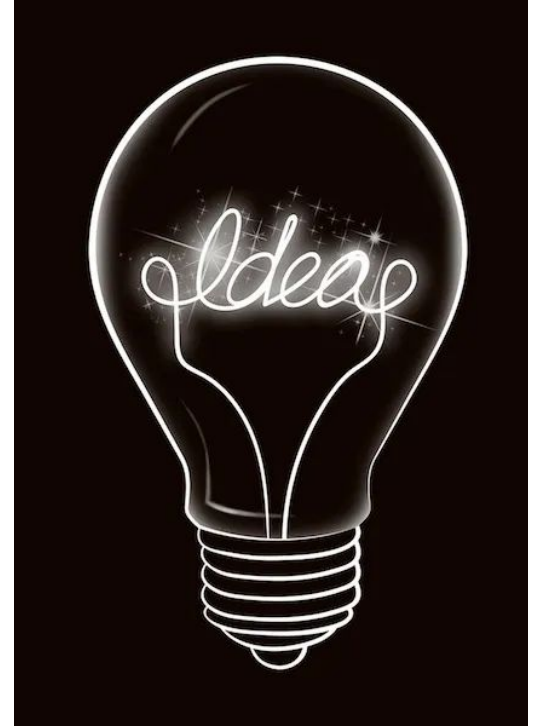
- Consider what you think about the topic or what you think the answer to the question is.
- Get to the point quickly when you begin speaking.



Step 3

How do I support my ideas?

- Think of reasons that support your answer to the topic.
- Develop a mental (or quickly written) outline. Consider the beginning, middle, and end of your speech.
- End with a strong conclusion



P.R.E.P Technique

POSITION

- “Get to the point”

REASON

- Give your reasons why

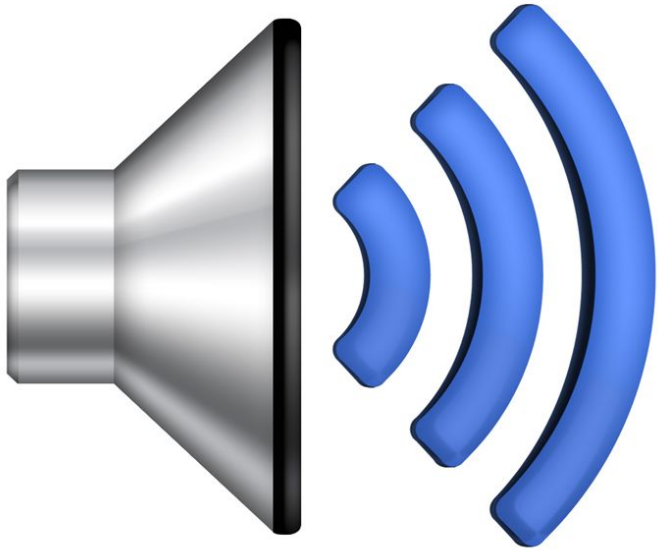
EVIDENCE

- Give examples (ex. 3)

POSITION

- Restate your position in the conclusion.

Volume



How loudly are you speaking?

- Live audience
 - Size of room
 - Number of people
- Zoom
 - Microphone

Speed



How quickly are you speaking?

- Too slowly? Too quickly?
 - Too many pauses? Not enough?
 - Can the audience understand you?

Articulate



How clearly are you speaking?

- Pronunciation
- Filler words

Delivery → Go for It!

- Relax and try to enjoy giving the speech.
- Everyone gets nervous
- Audience wants you to succeed
- Nerves can make you a better speaker
- Breathe!

Staying on Time



Staying within speech time limit is important!

- Too short of speech may give a bad impression.
- Going over-time can bore the audience.

Activity: Give an Impromptu Speech

In groups, ambassadors give an example and give an impromptu speech.

Then, assign ONE of the topics to each student. (next slide)

- Students organize your speech ideas.
- Give a 30-second to 1-minute speech to your group. (Ambassadors time to see how long they spoke.)
- Be aware of your vocal delivery (volume, speed, articulation).

Pick 1 student to present to the class later.

Impromptu Speech Topics

1. Why ____ is my best friend.
2. A celebrity I want to meet and why.
3. My favorite movie and why.
4. The best tourist spot in the world.

Class Activity: Reflect on Impromptu Speeches

- How did you feel (emotions) before, during, and after your impromptu speech?
- In what ways were you aware of using your voice while speaking?
- In what ways do you feel you did a good job with the impromptu speech?
- In what ways would you like to improve your impromptu speaking skills?