

EFFECTIVE ORAL COMMUNICATION

UHB 3052

IMPROMPTU SPEECH

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Impromptu Speech

OBJECTIVES:

By the end of using this unit, you should be able to:

- @ plan and organise an impromptu speech
- @ apply the suggestions on how to deliver an impromptu speech
- @ deliver a successful impromptu speech

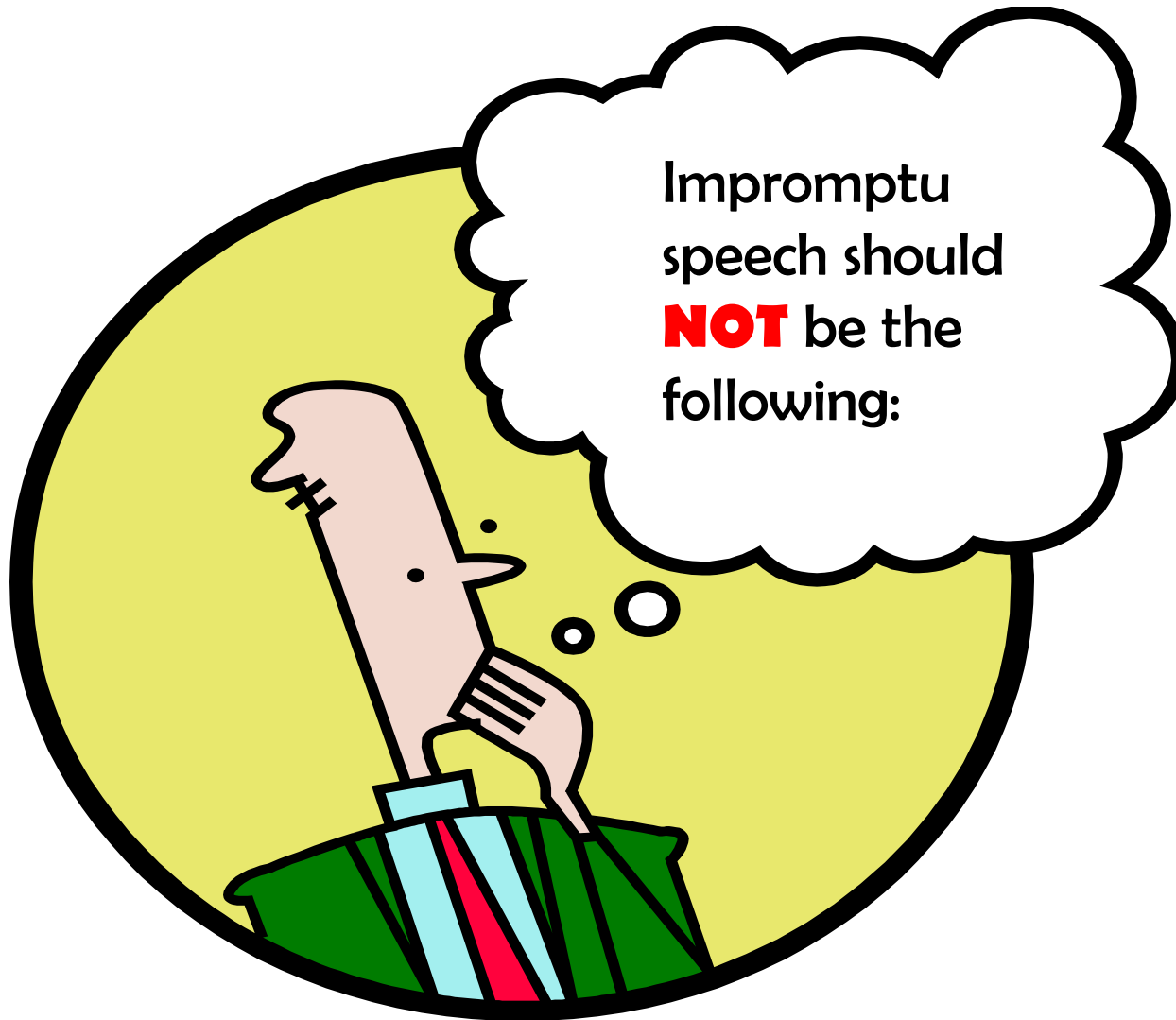
WHAT IS IMPROMPTU SPEECH

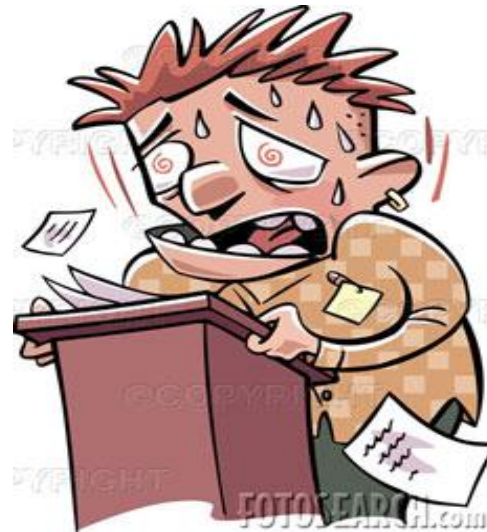
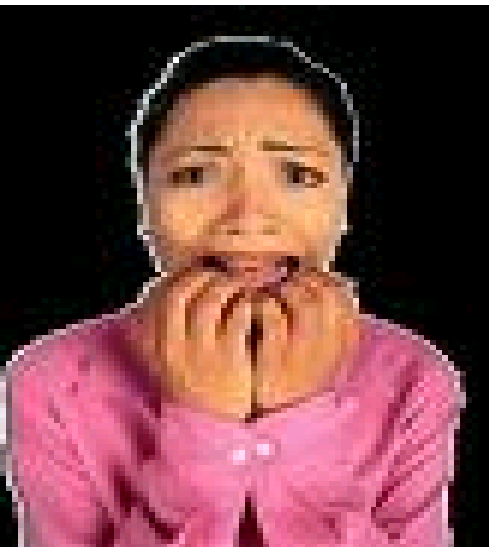
Definition

An impromptu speech is a mini speech delivered with little or no immediate preparation time given to the speaker.

Occasions when impromptu speech may be delivered

- ➔ when called on suddenly to say a few words
- ➔ in a business meeting
- ➔ in class discussion or a committee meeting
- ➔ when responding to a previous speaker





CHARACTERISTICS OF IMPROMPTU SPEECH

Characteristics

- No preparation time
- Short presentation time (2 – 8 minutes)
- Points organised spontaneously

Types of impromptu speech

- Responding to a previous speaker
- Speaking on a specific topic

RESPONDING TO A PREVIOUS SPEAKER

What needs to be done?

- ➔ Happens during a meeting or a discussion
- ➔ Needs to pay close attention to what the other speaker says
- ➔ Needs to take note of major points which we agree/ disagree

How should this be done?

1. State the point we are answering
2. State the point we wish to make
3. Support our points with appropriate statistics, examples or testimony
4. Summarise our point

HINTS:

If time permits, it is best if we could sketch a quick outline of our points in the form of keywords and phrases on a piece of paper before we speak

SPEAKING ON A SPECIFIC TOPIC

CHARACTERISTICS

- ➔ Happens during a gathering or even a meeting where one is singled out to speak on either a given topic or a topic of our choice without prior notice
- ➔ Choose a topic which has some relevance to the occasion or situation we are in

CHOOSING A TOPIC

The topic chosen should:

- Demonstrate our expertise
- Relate to the purpose of the meeting or gathering
- Make us feel most confident to speak about
- Make us like talking about it
- Allow us to speak off the cuff within a short duration of time.

Structure of the Speech:

- Opening
- Body
- Conclusion

STRUCTURE OF IMPROMPTU SPEECH

Opening:

- Begin by addressing the Chairperson or Master of Ceremony
- Then, give a brief introduction to the topic of the speech or an opening sentence to the topic

Body:

- Should contain two to three main points which centre on a central theme
- Each of these main points should be developed with relevant supporting details
- Use connective devices or linkers generously

Conclusion:

- Keep it brief and simple
- End by acknowledging the Chairperson

HOW TO DELIVER A GOOD SPEECH

How?

- Give yourself time to prepare for action
- Feel confident
- Deliver slowly
- Focus on the topic

BENEFITS OF IMPROMPTU SPEAKING SKILLS

Advantages:

- It improves our oral expression of thought
- It develops our confidence in public speaking
- It encourages us to think quickly on our feet
- It develops leadership and communication skills

Reference

1. **Metcalfe, S. (2004). Building a Speech. Belmont, USA. Thomson Learning**
2. **Sahirah Marzuki, Abdul Halim Abdul Raof, Fatimah Puteh, Haliza Jaafar, Noor Zainab Abdul Razak (2006). Towards Effective Oral Communication. Pearson-Prentice Hall.**