

ENGLISH FOR ACADEMIC COMMUNICATION

ULAB 1112

IMPROMPTU SPEECH

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Impromptu Speech



Definition of Impromptu Speech

Giving a speech on the spur of the moment with little time to prepare



Benefits of Impromptu Speech

Improve your
oral expression
of thought

Develop your
communication
skills

Develop
confidence in
public
speaking

Learn to “Think
on Your Feet”

What to do when asked to give an impromptu speech?

Listen

Prepare

Relax

Act Confidently

Speak Slowly & Smoothly

Focus

Tips on Impromptu Speech

Listen/ Read

- Listen/ Read carefully to the question / speech topic.
- Make sure you understand the topic.
- Ask for the question or topic to be clarified .

★ This ensures that you understand the topic. It also gives you a little more time to prepare.

Tips on Impromptu Speech

Prepare

What? Impromptu = No Preparation, right?

- You may be given a short time to collect your thoughts.
- If not, as you are walking from your seat to the front, use this time to prepare as much as possible.
- Whatever time you have, use it to prepare an outline.

A Basic Outline Template

SPEECH TITLE

Introduction (state the purpose and thesis)

Body (include two to three points and each point should have supporting details)

Point 1

Point 2

Point 3

Conclusion

Summary of all points

A Basic Outline Template

Topic: What are the three most important things in your life and why?

1. Restate the topic
2. Give your answers
3. If possible share a short story or analogy
4. Transition to body of speech

Body (Three points the most!)

My family (explain, define & give reasons why it's important)

My study (explain, define & give reasons why it's important)

My friends (explain, define & give reasons why it's important)

Conclusion

1. Restate topic
2. Restate your answer
3. Make reference to attention grabber
4. Thank the audience 😊

Tips on Impromptu Speech

Relax

- Take 1 or 2 deep breaths before starting to speak.
- Pause briefly before speaking.

Tips on Impromptu Speech

Act Confidently

- Look at the audience and smile.
- Stand with good posture.
- Don't fidget.
- Don't grab onto the lectern.
- Don't put your hands in your pocket.



Tips on Impromptu Speech

Speak Slowly and Smoothly

- ❑ This gives you time to think as you speak.
- ❑ This allows audience to listen to you better.
- ❑ This helps you reduce fillers eg: umms and aahs.
- ❑ This helps to minimize nervousness.

Tips on Impromptu Speech

Focus

- Focus on your subject.
- Be brief.
- Use the speech techniques you have learned, especially maintaining good eye contact.



Reference

Impromptu Speaking Hints. Retrieved July 24, 2012, from <http://webuser.bus.umich.edu>

