



10 TIPS FOR IMPROMPTU SPEAKING

Most speaking done in public is impromptu. You are suddenly asked a question at a meeting or asked for your view on an issue. It could be that you wish you had the courage to ask a question at a public meeting.

- 1 **Take a Moment**
You don't need to start to speak the second you are asked. Take a moment to gather your thoughts. Remember to breathe !
2. **Don't um and ah.**
If you feel an um coming on just stop speaking for a second.
- 3 **Use a strong clear voice.**
Make sure everyone in the meeting can hear you. Aim your voice for the back of the room. Concentrate on developing variation in pace and volume.
- 4 **Try not to speak too quickly**
Nerves make us gallop along so consciously slow down your rate of delivery. When you are stuck for a word, then you can experiment with the length of the pause.
- 5 **Use gestures**
You won't be holding any notes in your hands so you will be free to make meaningful gestures which enhance your talk; just be careful not to wave your hands about in a distracting manner.
- 6 **Construct your speech**
Try to construct your speech so that you have a strong introduction, a logical development of your ideas then a powerful finish.
- 7 **Make eye contact**
Try to look at various people in the audience so everyone feels you are including them in your presentation.
- 8 **Smile**
If you get struck try smiling at your audience. It's very relaxing for speaker and listener.
- 9 **Enjoy**
Above all enjoy it.
- 10 **Follow the tips**
For a successful impromptu speech follow the tips - you'll feel great afterwards