



Ten top 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.

Become a better speaker, better presenter and better leader