

IMPROMPTU OVERVIEW

TIMING

Preparation: 5 mins [can use laptop]

Speaking: 1.5-3 mins [palm-sized cue card]

1. Start with an attention grabber
2. State your topic and explain what it means
3. State your first point + evidence
4. Start your conclusion [at 2:00 latest]
- 3b. State your third point + evidence [optional]
- 3a. State your second point + evidence [optional]
5. Say "Thank You" and leave the stage

PRE-SPEECH: STEP 1

What do you understand about the topic?
Summarise in a short phrase.

Examples:
Competition is necessary
Love conquers all
Practice makes perfect
Singapore needs foreign talent

PRE-SPEECH: STEP 2

What do you know about the topic?

Can you write down 1 - 3 main points that you can talk about?

Do you need to do research?
Do you need to define any terms in the question?

PRE-SPEECH: STEP 3

What speech structure will you use?
Choose 1 below

PREP - Position, Reason, Evidence, Position

PSC - Point, Support, Conclusion

PPF - Past, Present, Future

Additional: Pros & Cons, Compare & Contrast, Situation/Action/Result

WRITE THE SPEECH: STEP 1

Start your speech with 1 **attention grabber**

PROP - Choose 1 item that can symbolise the meaning of your topic

QUESTION - Wait for the audience to give you a response

QUOTATION - Use the quotation given or another relevant quotation

STORY - Choose a relevant story to engage the audience

STATISTICS - to shock or demystify a topic

WRITE THE SPEECH: STEP 2

What is the **content of your speech**?

What do you feel about this topic?
Why do you feel this way?

What **evidence** do you have to support your point?

Personal experience
Other stories
General knowledge
Statistics

WRITE THE SPEECH: STEP 3

Summarise the points you made in your speech

[**OPTIONAL**] Include one of the following [make sure it is relevant!]

1. **Quotation** (same one or another relevant one) or
2. **Story** (to summarise your speech) or
3. **Inspirational message** or

Examples:

Failure is the mother of success
Accept each other's differences
Friends are important, treasure them

4. **Call to action**

Examples:

Spend more time with your family
Smile at the next stranger you meet
Stop working too hard

Say "Thank You" and leave the stage

IF YOU DON'T KNOW WHAT TO SAY

QUOTATION - Who is the author?

What is/was he/she famous for?

Why would he/she say such a quote?

How does the meaning of the quote apply to your career / life / relationships?

POLITICS / BUSINESS - Has there been a similar situation(s) that happened in your CCA / workplace?

SOCIAL / CURRENT - Imagine it is happening to you right now. What would you do / not do? How will it impact you now and in the future?

SPEECH DELIVERY

Don't show your nervousness onstage - Relax yourself offstage

Take relaxing deep breaths until you feel steadier

Smile naturally as you begin - try to keep smiling throughout

Keep your eyes on 2-3 people at different parts of the room at least 75% of the time

Never read from a script / paper / mobile phone

Pause at the right time. Silently count up to 6 for questions, up to 2 if you are moving to a new point

Speak louder than conversational tone - this will help you speak slowly

Slow down if you are feeling out of breath / keep your energy consistent

Don't walk around the stage - stand and face the audience squarely

Use good hand gestures - <https://www.scienceofpeople.com/hand-gestures/>

RELAXING STRATEGIES

DEEP BREATHING - Suck in air through your nose and exhale through your mouth



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