

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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