

### 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 steady

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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Published 8th May, 2016.  
Last updated 24th June, 2018.  
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