**IMPROMPTU SPEECH GUIDELINES**

COMMUNICATION 140—PUBLIC PRESENTATIONS

**OBJECTIVES:**
To present a speech with limited preparation.

**LENGTH:**
Two (2) to four (4) minutes.

**PROCEDURES:**
1. You will either be assigned a topic or draw a “question” from a group of questions on a previously announced general topic.
2. You will leave the classroom and have approximately ten (10) minutes to prepare your speaking outline.
3. Present your speech, watching time signals. Start your conclusion when you see the :30 signal.
4. The primary criterion for this speech is organization and delivery, not factual data. However, attempt to make a point that links the audience with your topic.
5. Your outline might take the following format:
   I. Introduction (State your questions, your name, and any background/qualifications you might have concerning this topic.)
   II. Body (Answer the question, in an orderly fashion, citing at least two, but usually not more than four points.)
   III. Closing (Call the audience into action [persuasive] or summarize [informative].)

**DEADLINES:**
1. Impromptu Speech #1: As scheduled on the Course Syllabus.
2. Impromptu Speech #2: As scheduled on the Course Syllabus.

**TEXT REFERENCE:**
Section 28

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SPEAKING HINTS:
1. Relax. Nervousness is helpful. It lets you know that adrenaline is present to help you with vocal projection, descriptive gestures and a purposeful walk. Simply train the “butterflies” in your stomach to “fly in formation”
2. Take a breath before your start speaking.
3. Use sustained eye contact.
4. Concentrate on sharing what you know.
5. Use comfortable, but purposeful posture and body movements.
6. Dress so you feel good about yourself when delivering the speech. Confirm your dress is appropriate for your topic.
7. Be comfortable with appropriate silence and pauses.
8. Practice, practice, practice. But do not memorize it!

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