

Course Code: HSC102B

**Course Title: Business Communication and
Presentation Skills**

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Lecture 16

Extempore

At the end of the **Lecture** students will be able to:

- Identify the pre-requisites for an Extempore speech
- Prepare an effective Extempore speech
- Practise Extempore speech

Introduction

Extempore means speaking without preparation on any given topic.

Importance:

Extempore tests the ability to think on the spot and spontaneity. It has often been seen that candidates come with prepared answers for the interview, but, fumble when it comes to answer something that is instantaneous. Prompt thinking for effective expression of thought is an ability that creates an impact and builds professional image.

Prerequisites for an Extempore Speech

- Relevant content
- Language skills
- Appropriateness of body language
- Appropriateness of the tone used
- Ability to gauge the audience
- General knowledge

Note: Nervousness manifest itself in gestures and expressions.

Extempore- Preparation

One should make sure he/she can speak for at least a minute on common topics like current affairs, topic on one's academic background, hobbies, interests, role models, favorite sports person or actor etc.

Practice for an extempore adequately, by speaking aloud in front of a mirror. One should be able to speak fluently, for about a minute on any topic. Practicing speaking aloud .

Watch body language while practicing. It should not give away nervousness. Practice speaking both while sitting and standing.

Extempore- Preparation(Cont..)

Mind map is a diagram used to visually organize information. A mind map shows relationships among different facets/contents/ideas related to the core theme. Major ideas are connected directly to the central concept, and other ideas branch out from those.

Mind maps can be drawn by hand as "rough notes" while planning. Mind maps are considered to be a type of spider diagram.



To Do's -Extempore

- Relax!!
- Think before speaking. Create a mind-map or answer 5W and 1H
- Start with an interesting introduction
- Maintain the right tone
- Talk on relevant content
- Conclude/end on a relevant note

Don'ts -Extempore

Do not

Start abruptly

read to the audience

use jargon

get stressed

apologize if you “mess up”

Tips for an Effective Extempore

- Know the path: One should know how they want to deliver the speech before they actually speak. Should it be serious, funny, inspiring etc.? One will know this if he/she observes and understands the audience
- Always have a backup plan: In case one forgets what he/she was saying, one can move to the backup. It may not be the best, but at least one will continue speaking
- Plan the talk: It is always advisable to take a second to plan an outline of what one is going to say
- Keep it to the point and interesting: Extempore is meant to be to the point and short. Don't lose track of what you are saying
- Listen to self: One has to listen to self.
- Relevance is the key.

Summary

- Extempore tests spontaneity
- Prompt thinking for effective expression of thought is an ability that creates an impact and builds professional image.
- Prepare for at least 2secs before starting rather than having an abrupt beginning
- Have a backup plan of at least two to three common topics
- Practise in front of a mirror, friends or family
- Be yourself do not try to imitate anyone
- Watch body language while speaking
- Maintain the right tone throughout

References

- Hory Sankar Mukerjee,(2013),Business Communication, Oxford University Press, New Delhi
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