Obviously not all presentations

are the formally scheduled speeches. Sometimes you need to speak impromptu

* Can you guarantee that you will meet the deadlines and Kate will have resources for her project?
* How do you answer?
* Confidence Is key to good impromptu responses.
* First, relax :
  + you know this stuff
* Listen to the question
* Don't try to answer immediately
* You don't want to talk about something unrelated to the question
* Have the question repeated
* For example should I explain what exact measures we took to ensure timely retooling?
* Quickly think about building a mini pyramid of key points and supporting arguments :
* Don't talk about everything at once
* In a situation where you feel put on the spot some people tend to talk too much and risk being boring
* Answer the question very succinctly logically and to the point
* if you don't know the answer say it :
* Making things up make you look foolish
* Make sure you follow with the answer as soon as possible
* Pay attention to delivery
* To learn confidence speaking in everyday situations :
* pay attention to how you talk when you are not presenting a formal speech
* Practice speaking in a confident way when you plan to say something at the meeting or in a team discussion
* speak in a strong voice
* Remember strong does not mean loud
* Use pauses to emphasize something or to simply slow yourself down
* Vary your tone
* Make it conversational but succinct
* Keep eye contact
* use proper grammar
  + Finally :
* finish strong
* Summarize your key points in one sentence and stop
* Don't feel pressured to feel the silence after your answer with the additional information
* Listeners are simply processing what you've just told them

If you pay attention to your presentation skills in normal conversations, soon it will be very easy to answer even most difficult calls for an impromptu speaking.