

Impromptu Speech

This type of speech is delivered at the spur of the moment. There is no planning. Here and the speaker is not scheduled to speak. The only time that a person has in giving impromptu speech is when he chooses his or her central idea. An example of this is B asked to speak as a guest in a wedding, a debut party or special occasions one has invited to attend.

In reality, a speaker can prepare in advance. For example, if you think that you win one of the special guests in an occasion, it is better to save yourself from the embarrassment of not being able

to speak with sense by preparing yourself. Before going to the eve think in advance what you are going to say in case you are asked to give a short speech. 1 this on the type of occasion or event you

are attending.

Reading From a Manuscript

From the name of this type itself, you would be able to tell how this speech is delivered. The material or speech is written out word for word and the speaker will just have to read. If you are the

speaker, this may sound advantageous because you are sure that you do n miss any important detail

or information if you will just be reading a pre-written speech. The problem with this kind of speech

delivery though, is the possibility of your audience getting bored listening, especially that there is not much eye contact that can be establishes between you and the audience compared to the other types. One important thing to not to be successful in this type is your ability to read your piece effectively. During the speech you should be able to read with appropriate pauses for the correct thought groups, and to grasp the significance of what you are reading. In case you can't avoid resorting to this type of delivery, make sure to keep the content of your speech interesting as well as

the tone of your voice and to glance at the audience as often as possible.

Memorized Speech

This is a type of delivery where the entire speech is committed to memory. This may sound impressive if the speaker is able to deliver it with spontaneity - meaning, if will be able to completely master his speech and will have no problem recalling the lines. Otherwise, the speech will just turn out to be a stilted one and will bore the audience.

Extemporaneous Speech

Unlike the impromptu speech, the extemporaneous speech is a planned and outlined speech. It is not committed to memory and not read too. What the speaker does is to read aloud the draft repeatedly until he is able to have the order of ideas fixed in his mind. The idea of practicing is not to

memorize the speech but to be familiar as to how he should express his ideas. Remember that the more you rehearse, the better the delivery of your speech will be.