

# IT1040 & EN1072

## Communication Skills

### Lecture 08

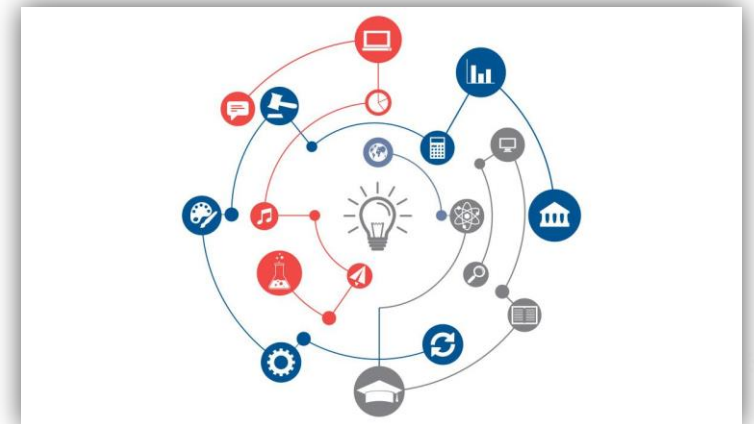
### Delivering an Impromptu Speech





# LEARNING OUTCOMES

- Define impromptu speaking
- Identify the do's and don'ts of delivering speeches
- Construct the outline for an impromptu speech by properly identifying an introduction, body and conclusion




# Impromptu Speech

- Short speeches
- Very little/ no preparation
- No/ less time to practice



# Select a Strategy

## 1. Express an opinion / PREP (Point + Reason + Example + Point)

- State an opinion, then justify it with two or three supporting statements.
  - Use examples to explain the supportive statements further.
  - Emphasize reasons why you agree or disagree with the given idea or concept.
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## 2. Address cause and effect

State the situation, then discuss its causes and eventual consequences.



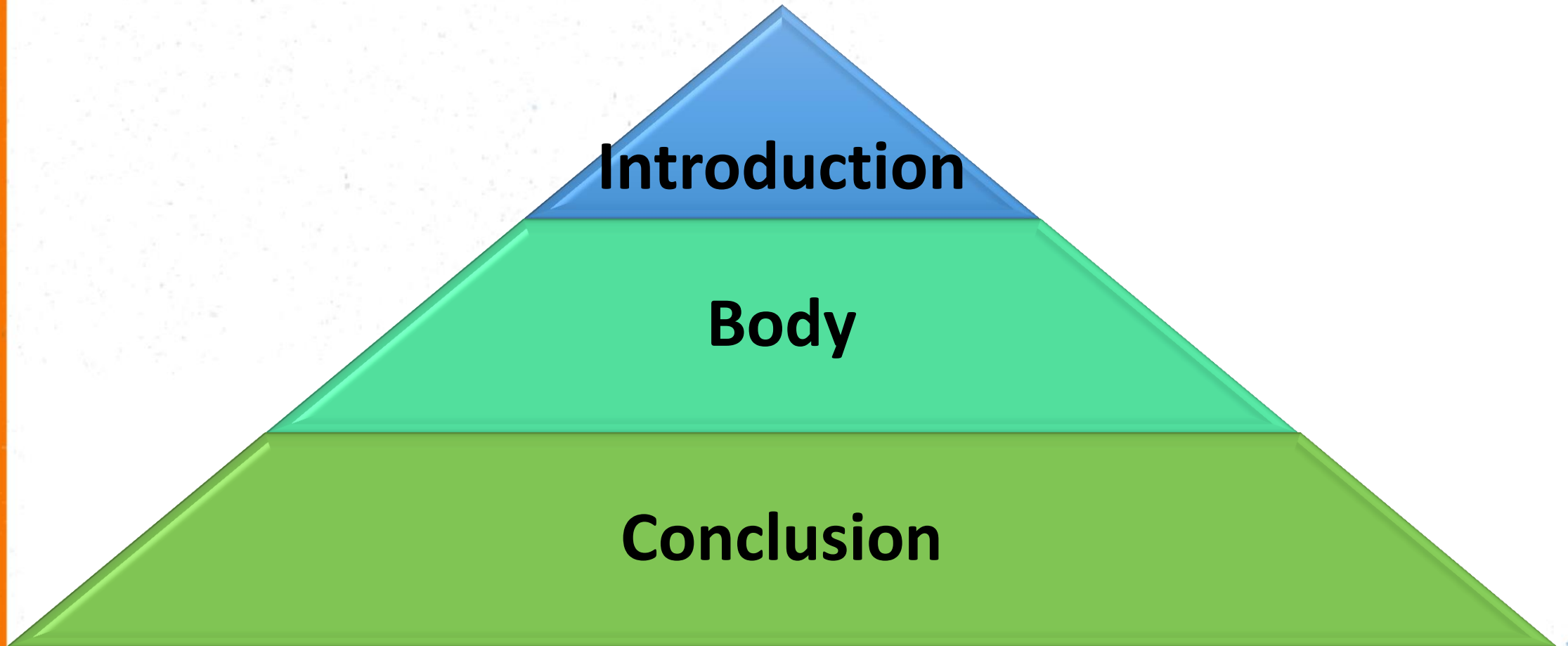
## 3. Discuss the past, present, and future

Organize your answer in the style of a timeline.



\* If none of the above is suitable for the topic, have three or four main points and then discuss each point individually.

# Basic Speech Outlines

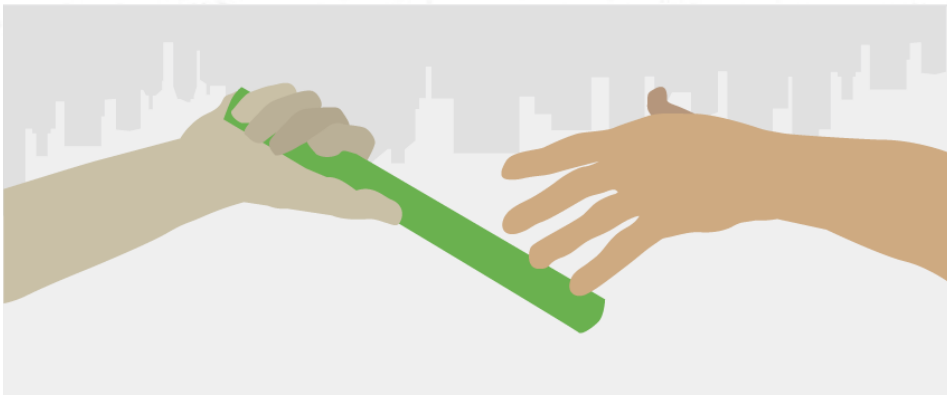




# Introduction

- Restate the topic/ Establish the topic
- State your thesis/ Give your answers

\*If possible, use a technique to grab the attention of the audience.



[Transition to Main point #1]

# Body

## I. Main point #1

- Statement of your first main point
- At least one piece of evidence (two are preferable) illustrating the first main point
- Summarize your first main point



[Transition to Main point #2]

## II. Main point #2



[Transition to the conclusion]



# Conclusion

- Restate your thesis statement
- - Review the two/three main points and explain how they support your thesis
- - Conclude your speech / call-to-action

Have a strong  
opening  
\*Do not forget  
to greet as well

Use  
appropriate  
transitional  
devices

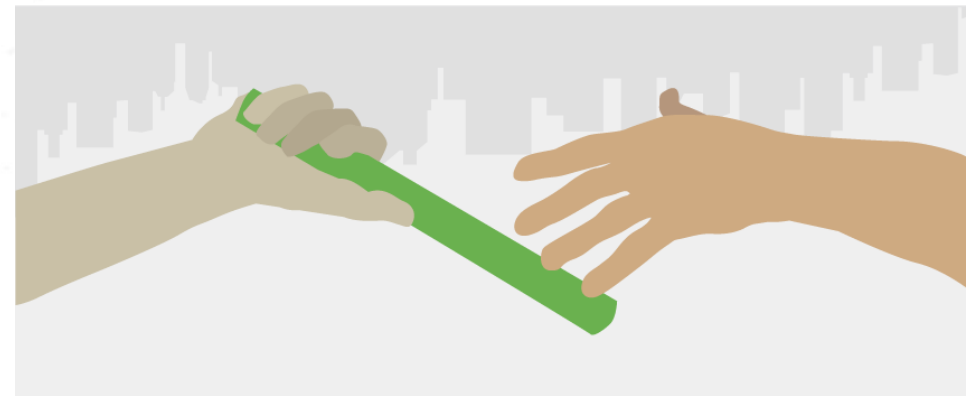
Observe  
appropriate and  
effective non-  
verbal cues

Observe time  
limit and have a  
proper  
conclusion



# Signposting : Mini transitions between sub points

- First
- last , finally
- Now let's consider
- Similarly
- Now I am going to/ now let's consider
- On the other hand
- next, first
- and yet,
- altogether, at present,
- Well, let's take;
- Now, I am going to;
- Okay, I just finished talking about ;
- I now want to discuss.....



# Strong openings

## 1. Rhetorical Questions

- What is the meaning of life?
- How can love be the solution to our problems?
- Can we make this world a better place?



## 2. A shocking story

- makes them aware of the importance of your topic

## 3. A personal experience

- explains your interest on the topic and gives yourself credibility.
- establishes a common ground with the audience if they have also had a similar experience.

## 4. Something that has happened in the news recently, relevant to the topic

- the audience will relate more easily to the topic because they can imagine the situation.



# Guidelines for Making a Good Speech



**Body language**



**Audience Involvement**



**Humour**

**Controlling the “Butterflies”**



# The five secrets of speaking with confidence

- ✓ Sight - Eye contact
- ✓ Stance – gestures and postures
- ✓ Smile
- ✓ Silence
- ✓ Sound





# Overcoming Nervousness

- Know your topic
- Get organized
- Breathe deeply to maintain a sense of serenity before you get up on stage
- Focus on your material, not on your audience
- Smile
- Interact with your audience
- Practice mock speeches



# Group Activity



# Thank you

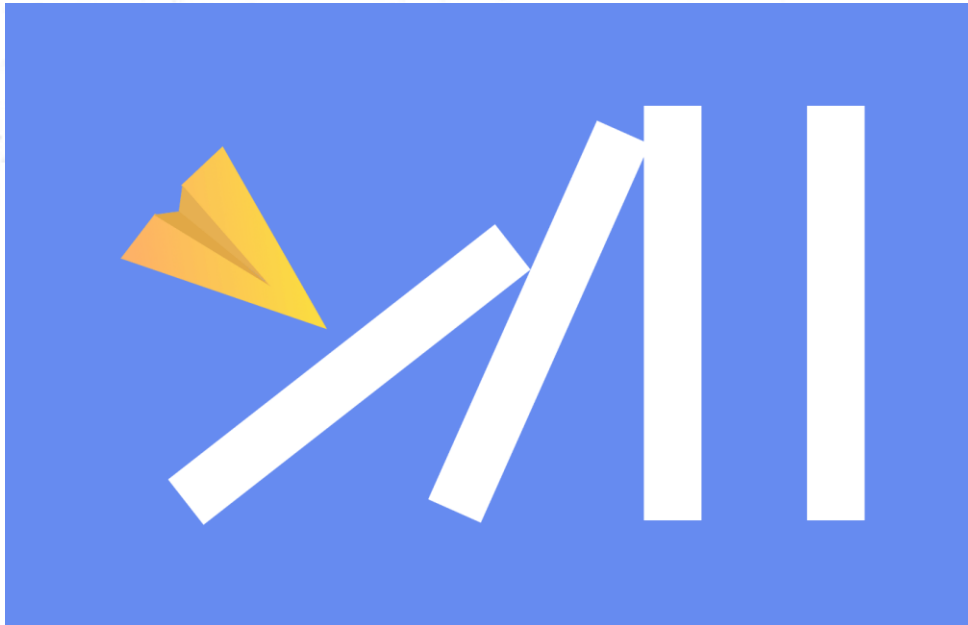


- <http://www.mentalgamecoach.com/articles/BriefSpeeches.html>
- [http://www.ryerson.ca/content/dam/studentlearningsupport/resources/types-of-writing/How to Make a Speech.pdf](http://www.ryerson.ca/content/dam/studentlearningsupport/resources/types-of-writing/How%20to%20Make%20a%20Speech.pdf)
- <http://sixminutes.dlugan.com/speech-preparation-3-outline-examples/>
- <https://www.thoughtco.com/impromptu-speech-1857493>
- <https://sites.psu.edu/leadership/2016/10/23/the-traits-of-a-leader-dr-martin-luther-king-jr/>
- <http://faculty.washington.edu/mcgarrit/COM220/online%20readings/Impromptu%20Speech%20Assignment%20Description.pdf>

Do you think tourism provide more positive effects for a country? Give your opinion along with the reasons.

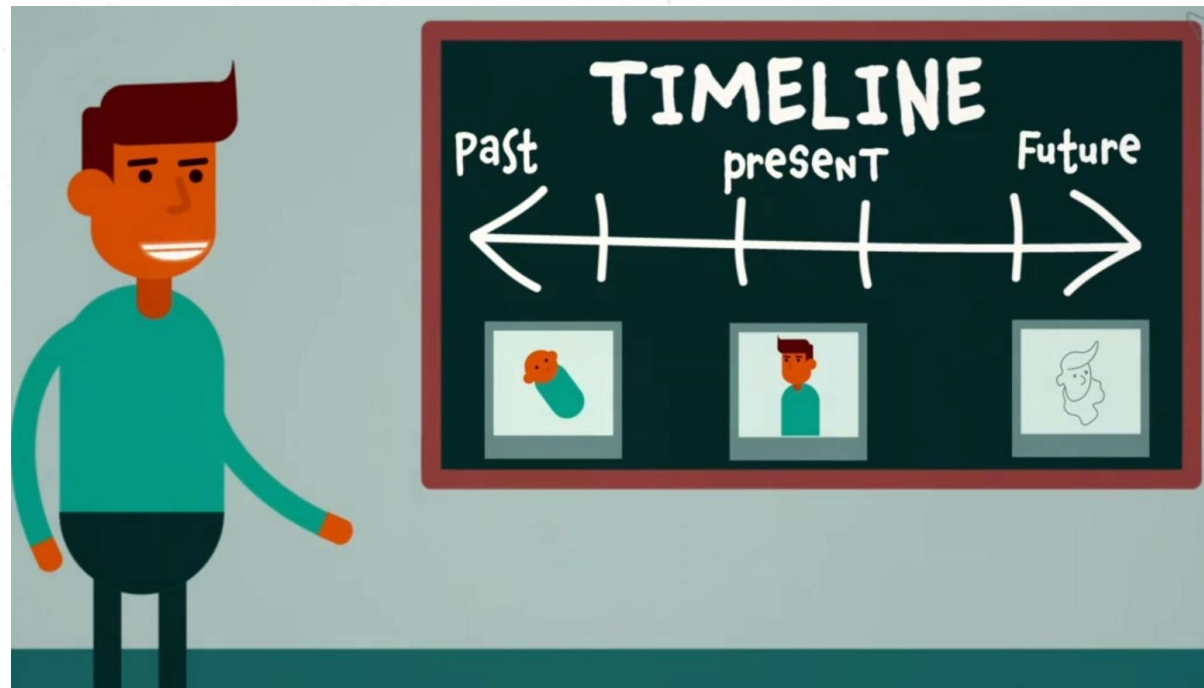


- The Changes in the Ocean.



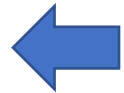


# How does technology affect education?





| Topic                               | Thesis statement = Topic + Your position on it   |
|-------------------------------------|--|
| Population Aging in China           | The aging of China's population will soon cause a crisis in the social security programme.         |
| College Internships                 | The college internship programmes provide important benefits for participants.                     |
| Movie Violence in Sri Lankan Cinema | The explicit movie violence provides a clear and definite path for modern aggression in Sri Lanka. |



Source

[http://www.peakwriting.com/nu/edt607/thesis/effective\\_thesis.html](http://www.peakwriting.com/nu/edt607/thesis/effective_thesis.html)