

Sara works in a multi-national company. She is in a half yearly meeting on sales. She is there just to attend and listen. However, her senior officer all on a sudden calls her to speak about the situation. What does Sara have to do? How will she do it to ensure give a good speech to her fellow colleagues? Explain your answer.

Answer:

The situation in which Sarah has found herself in is where she has to give an impromptu speech. She thus has to present her case where she might only have a few minutes to mentally prepare and that too, without notes. The biggest hurdle that she has to face in giving the speech are scrambled thoughts and frequent emissions of words like “um”, “like”, “you know” etc. One of the biggest advantages that she has so far though is the experience she gained through attending and listening to the meetings previously.

What Sarah has to do is based on her experiences so far, she has to establish the content with distinct clarity to her colleagues. To do this, she can try to template her speech delivery based on the person who she has seen to be the best in presentations among her colleagues. In doing this, since her personality has a factor, the speech will have a professional vibe to it. To buy herself some time, she can speak slowly – this will make her seem diligent as well as allow her mind to process her next course of action. Putting up some examples that she has experienced in her work will also make her relatable. Most importantly, she can also make her thoughts heard, for example – letting her listeners know the topics she is going to cover, so that her brain can also process that information. To make her seem interactive, putting up questions to her colleagues will buy her time and allow her to understand what her peers think. An amalgamation of these strategies can ensure her a good impromptu speech.