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Beginner lessons for Impromptu Speaking

Master Impromptu Speaking with Confidence and Clarity!

DEFINITION

Impromptu speaking is delivering a speech without prior preparation. It requires quick thinking and effective communication skills.

KEY CONCEPTS

Structure

Use a simple structure like opening, main points, and conclusion to organize thoughts.

Pause and Think

Take a moment to gather your thoughts before speaking to enhance clarity.

Stay Relevant

Focus on the topic at hand and avoid going off on tangents.

Engage the Audience

Make eye contact and use gestures to connect with listeners and keep their attention.

Practice

Regular practice helps improve confidence and fluency in spontaneous speaking situations.

EXAMPLES

- Describe your favorite hobby in one minute.
- Give a short speech on the importance of teamwork.
- Explain a recent news event in a few sentences.

MEMORY TIPS

- ★ Use the acronym 'PES' for Prepare, Engage, Summarize.
- ★ Visualize the structure as a triangle: point at the top for the main idea, and two points below for supporting details.
- ★ Practice with a friend by picking random topics to speak on.

COMMON MISTAKES

- ✗ Overthinking the topic instead of speaking freely.
- ✗ Failing to connect with the audience by looking away.
- ✗ Rambling without a clear point or structure.

QUICK RECAP

Impromptu speaking is about delivering spontaneous speeches effectively. Focus on structure, stay relevant, and engage your audience for better delivery.