



Tips for Effective Impromptu Speaking (UW-La Crosse Public Speaking Center)

Impromptu speeches are important in many professional settings. Use these tips to be more effective and confident delivering these speeches

Prior to class:

- Make sure you understand what the assignment is
 - How long is the speech supposed to be?
 - What is the specific purpose of the speech?
 - Know if you can use notes or not
 - What organizational elements should you include?
 - What types of evidence can you have in your speech?
- Using the assignment sheet as the guide, practice impromptu speeches
 - Work with classmates or friends to develop topics and practice delivering impromptu speeches following the expectations of your instructor
 - Practicing with the format of impromptu speeches will make you more confident on speech day

On presentation day:

- Read the prompt. Make sure that you understand what you are expected to respond to.
- Write down a few ideas or arguments that come to mind with this topic
- Evaluate ideas – use ideas and arguments in your speech considering:
 - What makes the most sense with the situation?
 - What makes the most sense with the audience?
- Select one main argument
 - Don't try to discuss everything you know about a topic
 - Choose an argument that is small enough to cover in a short time period
- Outline your response in order of body, introduction, and then conclusion.