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.

Developed by Dr. Kate Lavelle (Public Speaking Center Director) December 2020. If you have questions, please contact Dr. Kate Lavelle klavelle@uwlax.edu