

Tips for Public Speaking

**Impromptu Speeches**

*Speaking in an impromptu setting is valuable for CC students from the classroom to interviews and beyond.*

**What is impromptu speaking?**

Impromptu speeches are formulated spontaneously, communicating key concepts in the moment through interpreting a topic and communicating your ideas. These speeches or responses typically last around five minutes, though can be shorter. Some small preparations often go into impromptu speaking, like bullet points, note cards, etc., but impromptu speaking is off the top of the head and in the moment.

**How to you form an impromptu speech/response?**

1. **Clearly state your topic/main idea.**

Make sure you give your ideas a central thesis, and highlight what it is you would like to convey.

1. **Outline your points.**

Providing a road map of what your response will discuss provides even more clarity for your audience, as well as holds the speaker accountable to a structure which is easier to maintain.

1. **Keep it concise.**

To ensure that your impromptu speech doesn’t become a ramble, make sure to stick to your structure, and move on before things become muddled or confused, taking time to formulate your thoughts before speaking, even writing some bullet points, can be key to this.

1. **Practice, practice, practice!**

**Tip:**

Impromptu speaking a part of all of our lives, and the key lies in outlining your main points beforehand, keeping it brief, and practicing impromptu responses. https://www.montana.edu/extension/4h/documents/projects/4h\_communications/ImpromptuSpeech.pdf