IMPROMPTU AND EXTEMPORANEOUS SPEECHES
Mark Twain said,

“It usually takes me more than three weeks to prepare a good impromptu speech.”
You may ask......

“When am I ever going to be asked to speak spontaneously in front of a crowd?”
This situation actually occurs almost every day.

What about the time you were asked to describe your weekend experience or a family vacation, or to tell about a movie you saw recently, or to give someone directions, or to explain how to use a tool or an electronic “gadget,” or to explain a topic about which you are known to be an expert?

Each time you are in a situation like this, your spoken response is spontaneously generated.
Webster’s dictionary defines the word “impromptu” as “made, done, or formed on or as if on the spur of the moment; composed or uttered without previous preparation.”
Another word associated with impromptu is “extemporaneous” which has the same definition as “impromptu” with the following added: “carefully prepared, but delivered without notes or text.”
The difference between Impromptu Speeches and Extemporaneous Speeches (sometimes shortened to "extemp") is usually the time allotted for preparation.
Impromptu speakers have absolutely no time to prepare, but extemporaneous speakers have anywhere from a short period of time, like 5 to 30 minutes, to a few weeks.
The difference is in the delivery method: the impromptu speech is generated instantly and delivered immediately; whereas, the extemporaneous speech is delivered using just a few notes.
During the *extemporaneous* speech, the speaker also uses an improvisational, somewhat conversational, delivery in which he or she pays close attention to the responses and reactions of the audience, sometimes altering the speech content to accommodate the audience’s interests.
PREPARING FOR AN IMPROMPTU SPEECH

- Jot down some thoughts if possible
- Consider putting these thoughts on a board
- If possible, ask for a few moments to prepare
- Stand at the podium with confidence
- Look at your audience, smile, breathe, relax.
Think about what you are going to say, and consider the following questions:

- What's the purpose of the event/meeting/class where you are speaking?
- What exactly is going to happen as a result of this topic content: present, future?
- What do I think of this topic?
- What is my opinion? Do I like it or not?
- What are the latest news, trends, problems, policy issues regarding this topic?
PREPARING FOR AN IMPROMPTU SPEECH

- Never make excuses.
- Decide on a point-of-view and go with it.
- Accept your audience’s applause, and don’t beat yourself up afterwards.

“There are always three speeches for everyone. The one you practiced, the one you gave, and the one you wish you gave.”

~Dale Carnegie
CONCLUSION!!

- Keep your zinger for last.
- If you end gracefully, your speech will be a success!
The following method of impromptu speaking organization, designed by Lori Gracey*, creates a straightforward and reassuring method to structure the impromptu speech. Gracey refers to this method as “The Handi-Speech,” and it is particularly effective because it uses a tool that most students have readily available—the hand.
Most students tend to think of impromptu speaking as “winging it” for a couple of minutes. Of course, however, effective impromptu speeches still need to be structured in a way that makes the subject clear, easy to follow, and easy to remember the important points. The Handi-Speech, offers a lightening quick way to accomplish all of the above.
Directions:

1. Hold hand with palm facing you.
2. Visualize your topic printed in the palm of your hand.
3. Close your hand to “seize” your topic.
4. Extend your thumb - this is your Introduction.

IMPROPTU SPEAKING—“THE HANDI-SPEECH” ORGANIZATION METHOD
5. One at a time, extend your first 3 fingers, visualizing one word written on each.
   a. Index Finger - first point supporting your topic
   b. Middle Finger - second point supporting your topic
   c. Ring Finger - third point supporting your topic
6. Extend your pinkie - this is your Conclusion.
LET’S LOOK AT AN EXAMPLE

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