

# Planning Speeches

## Unprepared speeches

In this lesson we learn about unprepared or impromptu speeches and you will see that they can actually be fun.

### Lesson Outcomes

By the end of this lesson, you should be able to:

- plan an unprepared speech
- approach impromptu speeches with confidence

### Curriculum Links

#### LO 1: Speaking and Listening

- demonstrate knowledge of different forms of oral communication for social purposes

### Lesson Notes

Unprepared or impromptu speeches are not just something you will have to do at school for marks. There are lots of times when you will be expected to speak well without having time to prepare. For example, job interviews are a form of unprepared speech. You have to make the best impression possible and answer questions you are not prepared for.



#### How can you prepare for an unprepared speech?

- Because you don't have time to learn your speech make sure you include the key points you want to cover on your speech cards. Keywords help you to speak more naturally because they remind you of your ideas.
- Don't read your speech. If you are nervous, you might be tempted to write a short essay and then just read it but you should rather use keywords to remind you of your main points and then discuss these with the audience.
- You're not likely to get a topic you know nothing about for an unprepared speech. Your teacher will give you topics where you can include some of your own, personal experiences.



- After you get your topic, you will be given about five to ten minutes to prepare your speech and you would be expected to speak for about a minute and a half. Use your preparation time to follow the same steps you used for your prepared speech.
  - Always brainstorm your topic and write down all your ideas.
  - Decide on the focus, in other words, what you want to say to the audience.
  - Put your ideas into a logical order and use language that allows you to connect your ideas to one another.
  - It's also a good idea to write an effective introduction and conclusion to your speech, even if there is limited time.
  - You will not be expected to know definitions and quotations off by heart, but incorporate them if you know some that are appropriate to the topic.

### TASK

Choose one of the following topics and write the key points you would cover in an unprepared speech on cards. Allow yourself only five minutes to prepare your cards.

- Happiness is ...
- People are strange.
- When I am alone ...
- We are all victims.