

Master Impromptu Speaking

Presented by www.BergenMeisters.org Club #7493
Workshop Facilitator: [Michael Varma](#), DTM

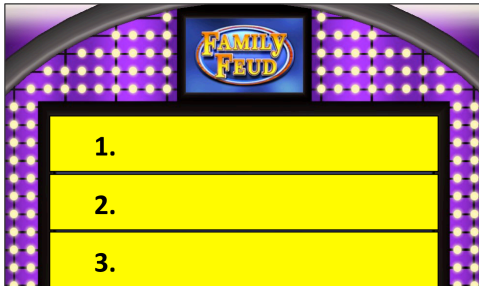
Mastering the art of impromptu speaking is as easy as one, two, three because the necessary skills are broken down into three sections:

1. Questions
2. Answers
3. Techniques



One of the best parts about this handout (and corresponding workshop) is *every* tip, trick, and technique can be used immediately. You don't have to wait until tomorrow, next week, or next month. You can use these new skills right now!

What are the top three reasons people are afraid of impromptu speaking?



The easiest way to become better at impromptu speaking is . . .

- Understand the question
- Know how to answer
- *Practice* the techniques

Many people are afraid that if they speak in public they will fail in some way or feel insecure when people are staring at them. Some people are so obsessed with making everything perfect they are unable to speak in front of an audience. Most of the time these are unrealized fears. Your listeners will instead hold you in high regard for speaking out on a specific topic.

This handout is focused primarily on strategic questions, answers, and techniques. If you have physical symptoms of glossophobia¹ please refer to resources.


Resources:

1. www.Glossophobia.com
2. www.Toastmasters.com
3. www.Helpguide.org

¹Glossophobia is the extreme fear of public speaking. Typical physical symptoms of glossophobia can include weak voice, dry mouth, freezing in front of an audience, sweating, stuttering, and stammering.

Questions

There are two types of questions:

1. -ended questions are designed to solicit a , response usually with a “yes” or “no” answer.
 - What is your name?
 - What is your favorite color?
 - Did you eat breakfast this morning?


2. -ended questions are designed to encourage a , answer using your own knowledge and or feelings.
 - What is the history of your surname?
 - How do you determine your favorite color?
 - How did you prepare your breakfast this morning?

Table Topics Questions

Bad Examples (actual questions heard...from fellow Toastmasters):

- A. If you had a friend that spoke to you in the same way you speak to yourself, how long would you allow this person to be your friend?
- B. Can there be pleasure without pain? Peace without war? Happy without sad?
- C. Which is worse, failing or never trying?

Good/Better Examples:

- A. Why is it important to speak positively to yourself and others?
- B. What is the meaning of peace to you?
- C. Please explain your process for picking yourself up after you fail. ()

Your Examples:

- _____
- _____
- _____

Answers

“Where did you park your car?”



One of the easiest ways to provide a full, meaningful response is to use . Adjectives can be a single word, a phrase, or a clause that describe a noun (person, place, or thing) by answering one of these three questions:

1. What kind is it?
2. How many are there?
3. Which one is it?

Answer Options:

Good: “Over there.” – with pointing gesture.
2 words; 1.5 seconds

Better: “I parked my red car over there.”
7 words; 2.5 seconds; better answer

Best: “I parked my red car next to the black suburban.”
10 words; 3.0 seconds; best answer

*Good, better, best.
Never let it rest.
Until your good is better,
And your better is best.*

The best storytellers, lawyers, and winners of Toastmasters speech contests use descriptive words (adjectives) to paint a picture in your mind.

Advanced Speaker (and Writer) Tips:

1. Select adjectives that paint a picture in your listener or reader’s mind.
 - a. Appeal to the senses (see, hear, feel, smell, and taste).
 - b. Pick one or two primary senses for the situation.
2. Use dynamic verbs that convey actions or emotions.
 - a. He ate dinner. – state verb example
 - b. He devoured dinner. – dynamic verb example

DESCRIPTIVE WORDS

<p>Large</p> <p>big colossal enormous gigantic huge massive substantial tremendous</p>	<p>Fast</p> <p>accelerated active agile brisk nimble quick speedy swift</p>	<p>Said</p> <p>asked called exclaimed remarked replied responded stated told</p>	<p>Hard</p> <p>challenging complicated demanding grueling puzzling rigid tough tricky</p>
<p>Happy</p> <p>blissful cheerful delighted elated glad jolly jovial joyful</p>	<p>Kind</p> <p>benevolent considerate courteous helpful loving patient sweet thoughtful</p>	<p>Small</p> <p>diminutive little miniature minute petite teeny tiny wee</p>	<p>Walk</p> <p>hike march pace saunter shuffle stroll strut wander</p>
<p>Funny</p> <p>amusing comical entertaining gleeful hilarious humorous whimsical witty</p>	<p>Easy</p> <p>apparent carefree effortless manageable obvious simple snap uncomplicated</p>	<p>Run</p> <p>dart dash jog race rush scamper scurry sprint</p>	<p>Sad</p> <p>dejected depressed disheartened forlorn gloomy glum joyless unhappy</p>

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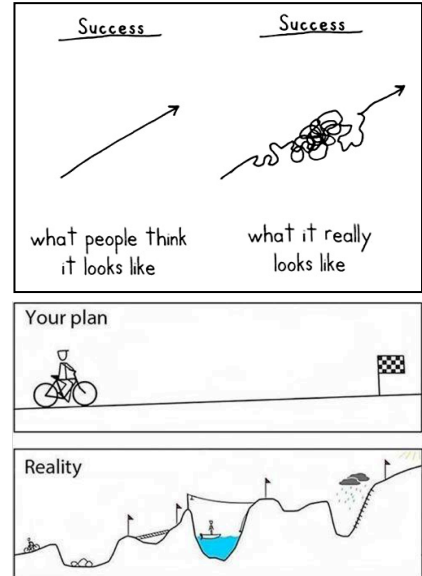
Techniques

In your mind, you may think success is a simple straight line going from Point A to Point B. While that can be true, often you might encounter a few detours.

Can you recall driving in a car and hear the navigation system say, "Recalculating?" Before electronic directions there were paper roadmaps (and many u-turns).

Sometimes your path to the finish line is smooth and flat with a gentle upward slope. Other times you may encounter pitfalls and other treacherous obstacles.

Below are several techniques that give you the proper tools to overcome many of the common hurdles to emerge victorious.



Phase 1-2-3 Technique:

	Phase 1	Phase 2	Phase 3
1.	Before	During	After
2.	Child	Teenager	Adult
3.	Point	Reason	Example
4.	Plan	Implement	Review
5.	Past	Present	Future
6.	Alone	Apart	Together
7.	Third Place	Second Place	First Place
8.			
9.			
10.			

Select a technique then answer a question using one sentence for each phase, for example:

Technique #1 Question: What did you do for New Year's Eve?

Phase 1: Before New Year's Eve I went to the store and bought party supplies.

Phase 2: During New Year's Eve my wife and I watched Dick Clark's Rockin' Eve show.

Phase 3: After New Year's Eve we fell asleep on our couch.

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Additional **FREE** Resources

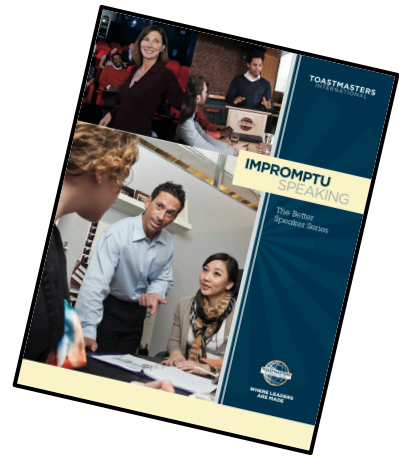
(as digital downloads from Toastmasters.org)

The Better Speaker Series Set (Item 269)



The Better Speaker Series modules are designed as 10-15 minute educational speeches to be given in your club. They give practical tips that can be of benefit to all members. Fulfills ACS requirement. A complete set of The Better Speaker Series modules, including outlines and PowerPoint presentations.

- Beginning Your Speech (Item 270)
- Concluding Your Speech (Item 271)
- Controlling Your Fear (Item 272)
- Impromptu Speaking (Item 273)**
- Selecting Your Topic (Item 274)
- Know Your Audience (Item 275)
- Organizing Your Speech (Item 276)
- Creating An Introduction (Item 277)
- Preparation And Practice (Item 278)
- Using Body Language (Item 279)



"I'm your powerful and literal brain and I do exactly what you tell me."



"Every day I get better at ...

1. Impromptu Speaking
2. _____
3. _____

Action Items:

1. _____
2. _____
3. _____