A Guide to Impromptu Speaking

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Agenda

- Predicting and Reacting to a Situation
- Structure of an Impromptu Speech
- General Presentation Skills
Situations

- Progress Meeting
- Conference Call
- Public Meeting
- Networking
- Called on in Class
Responding

- **Smile! 👍
- **Delaying
  - What specifically would you like me to talk about?
  - How long would you like me to talk for?
  - Give me a minute to organize my thoughts.
- **Declining
  - Admit ignorance
  - Pass to a colleague

Smile!
Structure

- Compelling Introduction
  - Responding
  - Engaging
- Organized Body
  - Main Points
  - Transitioning
- Memorable Conclusion
  - Summarizing
  - Closing
Engaging

- Establishing Presence (Plant - Pause - Project)

- Questions
- Shocking
- Fun Fact!
- Quotation
- Dilemma

Attention Getters
Introduction

- Greet the Audience
- Introduce Yourself
- Announce or Reiterate the Topic
- Preview the Information
- Explain the Relevance or Benefit to the Audience
- Cite Your Credentials
Body

- 3 Key Points
  - With 2-3 Pieces of Evidence
  - Organized by Time or Scale

- Types of Evidence
  - Facts
  - Logic
  - Anecdotal
  - Story or Fable
Warrants

- Thesis: EST should go on this site
  - Higher Elevation
  - Shorter tank means less cost
- High Soil Bearing Capacity
- Easier to construct foundation
- Few People Around
- Unlikely to be opposed
Transitions

**Sequential**
- Secondly…
- In the following section…

**Additive**
- In addition…
- Which leads me to my next point…

**Causal**
- As a result…
- Therefore…

**Adverse**
- In contrast…
- But more importantly…
Voice

Speaking Speed

Volume

Repetition

Silence
Visual Aids

Pre-Prepared

Everyday Objects

Gestures

Audience
Conclusion

- Signal Closure
  - In conclusion...
  - In summary...
- Summarize Message
- Memorable Closing
  - Quotation
  - Challenge
  - Prediction
  - Final Thought