

Impromptu Speech Outline

Introduction

- Your introduction should be approximately 5 to 8 seconds
- Practice an introduction that grabs the interest of your audience
- Avoid such phrases as my topic is or I will be talking about
- Be thoughtful but creative
- You will have approximately 20 seconds to prepare for your impromptu. Write your name and initial on the board. **When you turn to face the class have three key words in your mind**

Body

- Remember to keep the two or three key words in your mind
- Each point should be approximately 20 seconds in length

Conclusion

- The conclusion will include your final thoughts on the topic
- Avoid such phrases as, I will conclude or in conclusion

Suggestions:

- Practice, Practice and practice some more
- I will discuss strategies to help you be aware of the passage of time