

# Extemporaneous Speaking

## Directions:

Fill in the blanks.

1. Extemporaneous public speaking is speaking with **30 minutes** or less to prepare.
2. To get started on any speech, we must first identify three main essentials: our audience, **topic** and format for writing our speech.
3. Not knowing the right information about our **audience** will decrease our chance of delivering a successful speech.
4. Our topic should align with the **type** of speech we are giving.
5. The purpose of a **motivational** speech is to encourage our audience to take action.
6. An entertaining speech is meant to entertain and **engage** the audience.
7. The writing process will look a little differently than it does when writing a **prepared** speech.
8. The **introduction** is the first thing we say to the audience and we want to make a good first impression.
9. The connection is a way that we can **relate** to the audience and grab their attention.
10. The preview is the audience's **sneak peek** into our speech, where we tell them what we'll be speaking about.
11. The **body** is made up of main points, supports and applications.
12. **Supports** for our speech often consist of stories, examples and experiences.
13. **Applications** are the way that we relate our point to the audience.
14. The review should be **brief and clear**.

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15. Planning to spend a specific amount of time on each point is a great way to **manage** our time.
16. If we normally use **humor** in our everyday language, we can probably use it well in our speech.
17. Anytime we use someone else's ideas, whether speaking them or in print, without giving them credit we are **plagiarizing**.
18. No matter where we get our **information** from, the most important thing is to give credit where credit is due.
19. It's best to use both **electronic** and **written** information.
20. Another **technique** that nearly every extemporaneous public speaker has used, is writing notes on index cards.
21. More than likely, we will have to use some type of **microphone** during our speech.
22. With any type of speaking there are ways to effectively move and use our body to **enhance** what we are saying.
23. The way we make **eye contact** with our audience says a lot about our comfort level in extemporaneous speaking.
24. Hand motions can often feel **uncomfortable** and **awkward** when we're not giving a prepared speech.
25. Believe it or not, it is perfectly OK to **move** during a speech.
26. Without **tone**, our audience won't know what emotion to feel during our speech.
27. Using **inflection** can be a really fun part of speaking.
28. We can use the pitch of our voice to **accent** what we are saying.
29. **Pauses** allow us to take a breath and they give the audience time to think and absorb what we've said.

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30. If we aren't confident, our posture, voice and body language will give it away in an instant.
31. Ignoring mistakes is the surest way to make them again.
32. Organizing a great outline can keep us on track and prevent us from being lost during our speech.