

## Impromptu Speaking Tips

Typically in business, when you are called upon to speak without being allowed to prepare something formal, it is because you are expected to be familiar with or even expert on the topic. It might be something related to your job or to a project you are working on or a skill you have.

Here the technique of **message matching** and management will help you to come across as brilliant and credible—two important attributes of someone who is perceived as credible.

First, remember to stay COOL! Resist the urge to fidget, shift your body position, or avoid eye contact.

### **Step 1:**

Affirm the questioner while repeating the query in a purpose statement. For example: "James has asked me to comment on the Presentation Skills Training that I attended last week. Thank you, James, for bringing that up."

Another approach with a higher up might be, "I appreciate your giving me the opportunity to comment on the Presentation Skills Training class."

Remember that an impromptu question, especially at work, is directed at you because the asker assumes you know (or should know) the answer or have an informed perspective. Thus, it is a compliment and it opens the door to make a good impression

### Step 2:

Size up the questioner and the situation—who is this person, why do they want this information, how can I best present this?

Your brain processes trillions of nerve impulses constantly; you have the opportunity in only a second to analyze and prepare at this high-speed thinking pace for step 3.

### **Step 3:**

Organize your presentation into a 3-part delivery. For example, "There are 3 main points I want to share with you regarding the training session that may be helpful to you, too."

**Step 4:**

Deliver your three parts. Like this: "First, I learned how important my non-verbal communication is from the front of the room, helping to build relationships and show confidence. Next, I found out how to organize my presentation into three parts, to keep me on track. Lastly, I learned that I should use stories and audience benefit statements to keep everyone interested in the presentation, reducing my dependence on slides."

**Step 5:**

Your last step in the process is to put closure to your presentation. It's simple. Just repeat your purpose statement to close: "Now that you've heard about my Presentation Skills class and the value it had for me, I recommend to all of you that you invest in your future by taking a similar class." (DONE. Period. Stop, do not add any more.)

Impromptu presentations, since they are on the fly, need to be short. The biggest challenge is not talking TOO much!