



The Speech Clinic®



Speaking Tips No 12 050620

To speak unprepared is not so hard

It often happens that we have to speak without time for consideration. You may be asked questions at interviews. You may be requested to express your opinion in a group discussion or you may be asked to thank somebody for her/his services etc. Although you may not have the slightest idea about what to say, there are a few tips that can help you:

1. **Smile!** It is important to send out signs of self confidence as if you were dead certain.
2. **Pause!** You don't need to start speaking immediately. While showing self confidence with that great smile, you can simply be silent a few moments while you calmly think.
3. **Make a decision!** Decide whether you are "for" or "against" the topic. When doing so, you already have a concluding message ready. If you are "for" you can conclude with a recommendation. If you are "against" you can conclude with a warning. As it is good to connect the conclusion with the introduction you can now start with the same recommendation or warning (see also Speaking Tips no 3). Still to work out now is the body of your unprepared speech.
4. **Use opposites!** In the speech body you can explain your attitude and speak at length if you use opposites. Here are a few examples:
 - the past – the present – the future
 - theoretical - practical
 - advantages - disadvantages
 - differences - similarities
 - cause - effect
 - etc.
 - and you can always use the answers to the questions:
 - when, where, how, who and why?

You are welcome to tell colleagues and friends to register for Speaking Tips!

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