Impromptu Speaking

1. *Communication is a top professional skill and may have a strong impact on future opportunities!*
2. Great impromptu speaking at work requires preparation! Always assume to be called on to speak during meetings and conference calls and draft a plan.
3. To prepare in as little as 30 seconds, consider four main parts to formulate.
   a. **Introduction**
   b. **Two to Three Main Points**
   c. **Close**
   d. **Call to Action**
4. First is the introduction, which is the main item everyone wants to hear or learn. For the introduction, give the bottom line.
5. Next are two to three main points to share. These are the top details that may be most relevant to the audience and add detail to what was shared in the introduction. Keep these points simple and use words and explanations that can be understood by all in attendance. Remember, this is not a detailed speech!
6. The close is next, and it is the opportunity to share a conclusion about the work mentioned. Offer a short summary here, and show appropriate optimism.
7. The final piece is the call to action. Here, take ownership of the work, encourage engagement, and let the audience know who to contact with questions or concerns.
8. When there is no time to prepare, there are two options. One is to briefly delay, and the other is to work through the 30-second prep while speaking.
9. To briefly delay, ask the person in charge if it is okay to provide information following the next part of the meeting. With the extra time, work through the 30-second preparation plan above.
10. If there is no time for a brief delay, work through the 30-second preparation plan out loud while speaking to the group.
   a. **Introduction** – provide the main idea or the basic status.
   b. **Two to Three Main Points** - provide the big milestones recently passed or a big problem recently or soon to be resolved.
   c. **Close** – give a summary.
   d. **Call to Action** – inform the group who they should reach out to for more information.
11. Practice, practice, practice! Soon impromptu speaking will feel less daunting and more natural when called upon to address issues at work.
12. Recognize situations when you may be called on to speak. Is your supervisor absent from the meeting? Has the leader shared praise about team members? Other leaders may be asked to do so regarding their respective teams.
13. Remember to thank the person who called for the remarks.
14. Try to relax and be casual and conversational. Remember, since it was an unplanned speech, take a deep breath, try not to be rigid, and be brief and simple with the remarks and information provided.
15. Speak to everyone in attendance, using eye contact when in person, and smiling as suitable for the circumstance.
16. Finally, never make anything up, refer to someone else more appropriate to address the issue, and, in rare circumstances, ask to follow-up at a later time.