

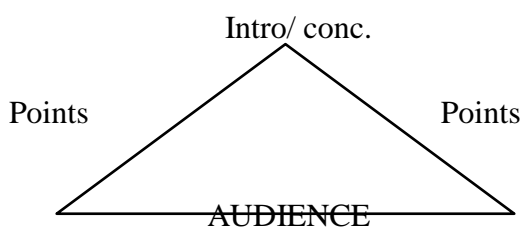
## *A Crash Course in Extemporaneous Speaking*

### Format of speech

- Intro: introduce topic/ question, and state position and name your three reasons why you think this
- Points: the meat of the speech where you go through your three thoughts more in depth, make them logical and BACK THEM UP WITH SOURCES. Nobody believes a point without a source.
  - Source point: be confident when giving them, don't make it too casual, and don't always use generic sources EXAMPLES OF GOOD SOURCES: *U.S News and World Report, U.S.A Today, NYT, Boston Globe, Chicago Tribune, National Geographic, etc.* adapt an appropriate source to the topic. Date and writer of article should be included
- Conclusion: Bring the audience back to the question in a very friendly way. Allow them to absorb your information. Restate the answer to the question presented and say that the facts are there, go through the points quickly, and end on a clincher which will leave them with something memorable.

### Tips to keep in mind: DELIVERY

- Strong vocals, enunciate words, avoid awkward wordings/ phrasing.
- THE TRIANGLE: Intro: stand straight on toward audience, Introduction of points: Stand one side, Points: stand on the opposite end, Conclusion: Come back to the center. Once you get comfortable with this, move from one end to the other, with each point.



- When beginning: think first of either three points, or the impassioned intro. Do whichever works for you.

### Time Management

- There are several ways of managing one's time during the speech writing, here are a few different ones.

<b>Research</b>	<b>Writing</b>	<b>Memorization</b>
5 min.	10 min.	15 min.
5 min.	15 min.	10 min.
0 min.	15 min.	15 min.

- Remember time is of the essence. Time management is the key to successfully accomplishing all the tasks in the short allotted time. **YOU ONLY HAVE 30 MINUTES. ALWAYS KEEP TRACK OF THE TIME WITH EITHER A CELL PHONE OR SCHOOL CLOCK OR WATCH.**
- Your delivery should be between four and seven minutes. If you go under, it is clear that you failed to understand the topic, and freaked out. If you go over, it is clear you aren't organized, despite your grasp of the topic, and you babble. Keep it in the 5-6 minute range.
- To practice, write sample speeches. Topics can be found online, such as at [extempcentral.com](http://extempcentral.com). The more speeches you practice writing, the more comfortable you will get with the format, and the more informed on current events you will be.