

IMPROMPTU SPEAKING

If you argue with yourself long enough about speaking up, the opportunity will be gone, meeting over; same old problem still around. **DARE TO BE BRILLIANT NOW** and share your ideas through **PUBLIC SPEAKING**.

Impromptu speaking, although on the spot, can be prepared for. ~~and that is best.~~ Here's how to prepare and practice.

What? Prepare to be impromptu? You bet.

Have you seen an impromptu theatre group? They are given an idea from the audience and then they act it out. On the spot. How do they do it? The actors practice technique, rehearse possible stories, and fine tune some movements before their performances! They have material to draw from.

Likewise, impromptu speaking can be practiced as well.

PRO-TIP: Always go to a meeting or presentation with a notepad or a piece of paper in your pocket, and a pen or pencil. When you have that burning desire, and your heart starts pounding with information you feel you need to convey, first breath! Then jot down the speaker's idea that stirred your thought and the key word points to say. Add or change your points as needed as the meeting progresses.

PRE-PLANNING AND PRACTICE

Ahead of Time

Think through topics being discussed in your groups, as well as current events topics. What is your opinion? What are some facts you know worth noting? And what are some questions you would like answered? And what are your solutions to the problems at hand. Jot down good opinions you come up with. Research ahead to strengthen and reassess your opinions. You do have something to say!

Practice speaking your opinion looking in a mirror. This builds confidence. It also lets you hear your opinion out loud and refine it. Thinking and choosing words to accurately express your thoughts – best to practice out loud. You will settle on some phrases and organization as you practice. And it will help eliminate the “um’s”; a terrible habit. (See within the book, **DARE TO BE BRILLIANT NOW** in **PUBLIC SPEAKING** for the “Go Get Silly” exercise, or “get used to your funny face!”)

Practice standing up and saying your name. Practice introducing yourself or another person. What would you say? How would your self-introduction change with different topics?

AT EVENTS

Put On the spot -- Out of the blue

It happened. You are called upon to give your opinion. No warning. What do you do? Here's what to do.

- Stand up. Say your name.
- Repeat the question you were asked to buy some thinking time. "What is my opinion on_____."
- Glance at your meeting notes. Anything worth saying?
- Remember points from your "mirror practice" above.
- Give your answer. Stick to the point.
- Turn it back to the questioner when you are finished.

Pro-Tip: Bring up your ideas as part of your answer. You may have the answer to the problem

When You Offer to Speak

At a meeting a speaker may call for questions or comments from the audience. Here's your chance. You have an idea to share! Wait your turn and breathe. Use the time to reference your meeting notes and organize your thoughts.

- Stand up from your chair either in place or move to the aisle. Do not keep seated. No one will be able to hear or see you. And your body language, 90% of your communication, will be lost.
- Use a microphone if offered. Even if you think you have a loud voice. The microphone will add clarity to your speech.
- Use an abbreviated Tell Pattern. (More about speech organization using the Tell Pattern in *Dare to Be Brilliant Now in Public Speaking: How to WOW Your Audience.*)
 - Introduce yourself, giving your name and applicable credentials (i.e. housewife 32 years). Then briefly reference the point in the speech that triggered your thought. Stick to the point. "When you mentioned _____, I had the thought that _____." This will be your attention getter and allow listeners to get used to your voice.
 - State the thesis for your comment.
 - State your main support point and its details.

- End with a summarization, a reminder of where in the speech you had your thought, or a simple, “Thank you for letting me share.” That’s your clincher.

Remember to say less rather than more. No one came to hear you speak. So, keep your remarks clear, concise, and meaningful. Skip the extra story about Aunt Lucy; unless the story refers to the theme of the meeting. (For instance, the meeting is about parolees and Aunt Lucy is on parole.)

PRO-TIP: Breathe deeply and often! When you hear your voice shaking, push more air from your diaphragm and your shaking voice will dissipate.

SUMMATION POINTS

1. Take paper and pencil/pen to gatherings. Be prepared.
2. Recognize your “fight or flight or freeze” symptoms as normal reactions of adrenaline release. After all, anyone who stands up in front of people could be in danger.
3. In order to sound sensible when you give your opinion, practice in front of a mirror to organize your thoughts ahead of time. I just talk about topics to myself in the mirror when I know I am going to meetings or gatherings; topics that may be discussed.
4. Think of solutions for any problems you see, as it is *status quo* professionally to present these solution ideas as part of your comments.

PRO-TIP: Read my book *DARE TO BE BRILLIANT NOW in PUBLIC SPEAKING: How to WOW Your Audience*.

www.Daretobebrilliantnow.com