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**DEVELOPING PUBLIC AND  
IMPROMPTU SPEAKING**

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## TOPICS TO BE COVERED

- ▶ The fear of public speaking
- ▶ The type of speech you'll give the most
- ▶ How to give an impromptu speech
- ▶ Tips for delivery
- ▶ Table topics exercise
- ▶ Questions

## LET'S TALK ABOUT FEAR

- ▶ What are you afraid of?



# PUBLIC SPEAKING IS A FEAR WE CAN LEARN TO OVERCOME

- ▶ The fear of public speaking is real.
- ▶ We can reduce the fear through experience and practice.
- ▶ Knowing facts about the experience can also help.

# SOME FACTS ABOUT PUBLIC SPEAKING

- ▶ You have something valuable to say.
- ▶ The audience wants to listen.
- ▶ You don't have to be perfect.
- ▶ Public speaking increases your value.
- ▶ Each experience with speaking gives you more confidence.

## TYPES OF SPEECHES

- ▶ Prepared speeches
  - ▶ Presentations
  - ▶ Training
  - ▶ Formal speeches
- ▶ Impromptu speeches
  - ▶ Answering questions
  - ▶ Pitches

## IMPROMPTU SPEECHES ARE THE MOST COMMON

- ▶ We're asked questions every day in different situations.
- ▶ We need to get ideas across quickly and effectively.
- ▶ We need to be ready at any moment to respond to opportunities.



# BEING PREPARED IS THE KEY TO IMPROMPTU SPEECHES

- ▶ Anticipate the type of information your listeners will need.
- ▶ Learn the structure of an impromptu speech.
- ▶ Keep your speech short.

# FOUR KEYS FOR ANSWERING QUESTIONS

- ▶ Understand the question.
- ▶ Answer promptly.
- ▶ Be brief.
- ▶ Be honest.

### UNDERSTAND THE QUESTION

- ▶ Listen to the whole question.
- ▶ Ask for clarification when the question is unclear.
- ▶ Repeat the question before answering it.

### ANSWER PROMPTLY

- ▶ The first thing you say should be the answer to the question.
- ▶ If you have additional details, give them after the answer or ask if the listener is interested in hearing them.
- ▶ If you have to give precautionary or conditional information, preface it by saying "Before I answer your question..." or "There are a few things I should warn you about..."

### BE BRIEF

- ▶ Table topics in Toastmasters are 1-2 minutes.
- ▶ But you often just have a few seconds to get an idea across.
- ▶ Practice the elevator speech or pitch.
- ▶ A good answer encourages more questions.

### BE HONEST

- ▶ It's OK to say, "I don't know."
- ▶ Honesty avoids miscommunication.
- ▶ Honesty avoids groupthink.
- ▶ Honesty raises your status in the organization.
- ▶ Honesty protects your reputation.

## BASIC DELIVERY SKILLS TO GET YOUR STARTED

- ▶ Dress appropriately.
- ▶ Maintain eye contact.
- ▶ Take your time.

## DRESS APPROPRIATELY

- ▶ A suit isn't always required.
- ▶ Whatever you wear, it should be the following:
  - ▶ Clean and in good repair.
  - ▶ Avoid distracting jewelry and other accessories.
  - ▶ Avoid loud colors or attention-getting designs.
- ▶ Regardless of whether you dress down or up, your clothes should show authority.

## MAINTAIN EYE CONTACT

- ▶ Shows trustworthiness.
- ▶ Engages audience.
- ▶ Helps you gauge audience attention and interest.
- ▶ Only look at a person for a few seconds and then go to the next group.
- ▶ If you're uncomfortable with eye contact, just look at their face.

## TAKE YOUR TIME

- ▶ Your brevity comes from picking just a few points, not rushing through your speech.
- ▶ Taking your time keeps you from running out of air, losing your place, and tiring out your listeners.
- ▶ Use brief pauses instead of ah's and um's.

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## SUMMARY

- ▶ The fear of public speaking is real, but can be overcome.
- ▶ Impromptu speeches are the most common type of speech.
- ▶ You can prepare for impromptu speeches by anticipating what information you need to give and the structure of speeches.
- ▶ Four keys of impromptu speaking: Understand the question, answer promptly, be brief, and be honest.
- ▶ Dress appropriately, make eye contact, be calm. Other skills can be developed in time.

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**TIME FOR TABLE TOPICS!**

# MASTERING TABLE TOPICS

- ▶ Five-star reviews on Amazon.
- ▶ Tips on organizing and presenting table topics.
- ▶ 750 questions on a variety of subjects.
- ▶ Autographed copies available for purchase here for \$8.00 (normally \$9.95).
- ▶ Also available as an eBook and from popular booksellers.

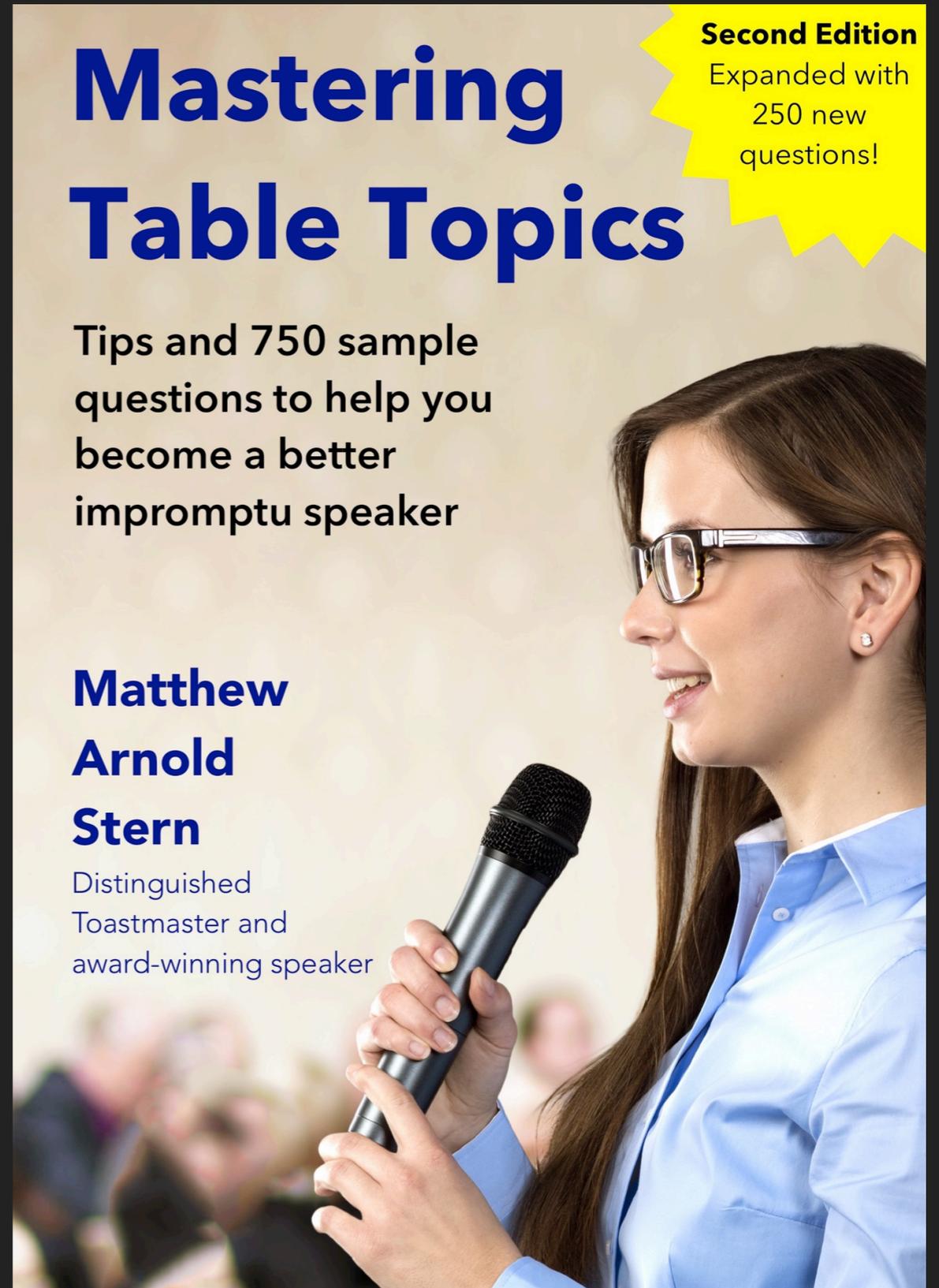
## Mastering Table Topics

**Second Edition**  
Expanded with  
250 new  
questions!

Tips and 750 sample  
questions to help you  
become a better  
impromptu speaker

**Matthew  
Arnold  
Stern**

Distinguished  
Toastmaster and  
award-winning speaker



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# YOUR QUESTIONS

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## CATCH UP WITH ME ONLINE

- ▶ Web site: [www.matthewarnoldstern.com](http://www.matthewarnoldstern.com)
- ▶ Facebook: [www.facebook.com/maswriter/](http://www.facebook.com/maswriter/)
- ▶ Twitter: [www.twitter.com/maswriter](http://www.twitter.com/maswriter) and search for #masteringtabletopics for a daily question.
- ▶ These slides will be posted on [matthewarnoldstern.com](http://matthewarnoldstern.com).

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# ABOUT TOASTMASTERS

- ▶ Visit [www.toastmasters.org](http://www.toastmasters.org) for information about the program and to find a club near you.



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**THANK YOU FOR  
COMING!**