Have you ever not had time to prepare for a presentation? This is known as impromptu speaking — being asked a question or being told to present about a topic on the spot without time to prepare a formal speech. Impromptu speaking can be tricky, but this lesson is here to give you some tips and advice on how to make it easier. This lesson will also teach you to give toasts, introduce others, and make an elevator speech.

Toasts might seem like easy speeches that don’t need much preparation, but they do follow a certain formula to ensure they hit the right tone for the event their offered in. After this lesson, you will know the steps to follow to give the perfect toast, no matter how little time you are given to prepare it.

People sometimes don’t consider introductions as speeches. However, an introduction has a specific structural setup that requires a bit of work beforehand. An introduction should never steal the spotlight from the main speaker, and should set the speaker up as a credible source of information for the audience.

One of the most important types of professional speaking is the elevator speech. The elevator speech can help you garner investors, get a job, or attract new clients. Like the other speaking types we discussed, an elevator speech follows a clear set of steps to gain support from someone you want to persuade. The key to a good elevator speech is keeping it brief and being as specific as possible.

As you go through this lesson, think about a time when you heard someone deliver an impromptu speech. What did the speaker do right? What did they do wrong? Also, consider a time when you tried to convince someone to do something your way or to take your side on an issue. How did that go?
Were you successful? After this lesson, you will be ready to impress anyone with your professional speaking skills.

About this transcript:

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