

## Extemporaneous Speech Outline

### **MANUSCRIPT:**

A **manuscript** speech is presented when exact wording is required, such as when presenting stories, jokes, policies, contracts, and scientific reports. The speech is written out word for word and delivered by reading the script to the audience. The advantage? Simple! It provides assurance that you'll be able to deliver the precise words you want to present.

The disadvantages? They are difficult to deliver effectively, they are difficult to adapt the content and style of the speech to various speaking situations, and they are boring...why read it word for word? Print out enough copies to share with the whole class. That would be a time-saver; your typical listener can read 3 or more times faster than you can speak.

Simply stated, manuscript speeches are not recommended for most speaking situations in the real world. Manuscript and memorized speeches, with the exception of one, will not be assigned in this class. Students are urged not to try and use them to get through the extemporaneous speeches that are assigned.

### **EXTEMPORANEOUS:**

With **extemporaneous** speech delivery, you do not write your speech out or memorize it. You refer occasionally to brief notes or by recalling from memory points, ideas, and specifics. This is the type of speech appropriate for most speaking situations. It is the type of delivery most speakers use most frequently.

Preparation, this course will teach you, follows an easy 4-step process:

- 1.) Establish a purpose.
- 2.) Gather data.
- 3.) Organize.
- 4.) Practice.

The advantage of extemporaneous delivery is that through preparation you become confident with what you are going to say, so you are more relaxed and self-assured. This type of delivery conveys the impression that you really are sincere, concerned, and informed.

The disadvantage of this delivery is that preparation is almost completely necessary for your success. Beginning speakers are often concerned that they will hesitate and stumble, even though they have prepared the material to be delivered. If worried speakers try to get around this problem by writing out speeches completely, they run into the disadvantages of manuscript delivery. These manuscript disadvantages are: they are difficult to deliver effectively, hard to present with feeling and emphasis and connect with the audience, and hard to adapt quickly for audience understanding.

You are urged not to use manuscript as a way to get around extemporaneous delivery, as your success will be limited if at all!

### **REHEARSING:**

- 1.) Just as in basketball, tennis, skating, or any other activity that involves skill development, competent speechmaking requires practice. Rehearsing your speech is one of the most important parts of speech preparation.
- 2.) Always rehearse out loud! Things sound very differently inside your head than you actually attempting to pronounce and deliver them.
- 3.) Rehearse alone until you have all the "bumps" smoothed out. Then, have someone present to watch. If possible have someone who will be critical of you (not mean to you).
- 4.) One or two brief run-throughs do not constitute thorough rehearsal. Leave yourself plenty of time to rehearse, and in the case of longer speeches, more than just one evening.

## Extemporaneous – Content Format – Sample Outline

**I. Introduction:** (Purpose Statement, Topic, Main Ideas, Attention Grabber) (Word for word)

### II. Body:

#### A. Main Point #1

##### 1. Subpoints

a. Facts

##### 2. Subpoints

a. Facts

(Additional subpoints and facts as may be needed).

#### B. Main Point #2

##### 1. Subpoints

a. Facts

##### 2. Subpoints

a. Facts

(Additional subpoints and facts as may be needed).

#### C. (Additional Main Points, Subpoints, and Facts as appropriate).

**III. Conclusion:** (Restate: Purpose Statement, Topic, Main Ideas, and then end convincingly!)  
(Word for word)

**IV. Sources** (When necessary): (ALWAYS give credit to your sources).

### *Quick Hints...*

- 1.) While extemporaneous format of delivery is NOT word for word, the introduction and conclusion will be.
- 2.) You should have NO MORE than 3-5 Main Ideas; represented by capital letters.
- 3.) Your “Subpoints” are represented by Arabic numbers (1, 2, 3, etc.).
- 4.) Your “Facts” are pieces of information such as: Statistics, quotations, examples, anecdotes, etc.; represented by lowercase letters.