

INTRODUCTION TO EXTEMPORANEOUS SPEAKING

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- I. What is Extemporaneous Speaking?
 - A. Informative vs. Persuasive
- II. Creating Files
 - A. Sources to Utilize
 - i. Magazines (look beyond just Time and Newsweek)
 - ii. On-line sources (articles must include the complete URL)
 - iii. Maps
 - iv. Scholarly Articles
 - B. Sources to Stay Away From
 - i. Blogs
 - ii. Wikipedia
 - iii. Cutting and Pasting
 - C. Organization-in Alphabetical Order
 - i. International
 - ii. Domestic
 - iii. People
 - iv. Places
 - D. Files
 - i. Highlighting- only in one color
 - ii. No Debate Briefs
 - iii. No Old Speeches
 - iv. Complete URL
 - v. Charge at the Hotel!!!
 - E. Updating Files
- III. Selecting the Appropriate Topic
 - A. Prior Knowledge
 - B. Subject Matter that Interests not only the Speaker but also the Audience
 - C. Showcase your abilities
 - D. Avoid “fluff” topics
- IV. Managing that Thirty Minutes to get the Best Results
 - A. Search your Files
 - B. Outline Speech
 - C. Develop Introduction and Conclusion
 - D. Practice Delivery and Memorize Specific Information
 - E. Relax
- V. Developing the Speech
 - A. Structure
 - B. Support
 - C. Citing Accurate Sources
 - D. Transitions
 - E. Developing the Topic
 - F. Individual Analysis
 - G. Weaving the Introduction

- VI. Vocal Delivery
 - A. Develop a Confident Vocal Style without becoming Condescending
 - B. Avoid “uh” and “uhm” or other filler words
 - C. Utilize Vocal Variety in pitch, rate, volume and pause
 - D. Time Alotment
- VII. Physical Delivery
 - A. Attire-Professional
 - i. Men
 - a. Suit or a Nice Shirt and Slacks
 - b. Tie
 - c. Belt
 - d. Dress Shoes
 - ii. Women
 - a. Suit or a Nice Skirt or Dress
 - b. Stay away from Strong Patterns
 - c. Pantyhose
 - d. Closed Toes Shoes
 - B. Accessories
 - i. Ear Rings
 - ii. Necklaces
 - iii. Rings
 - iv. Bracelets
 - v. Shoes
 - C. Eye Contact
 - D. Facial Expressions
 - E. Gestures
 - F. Note Cards
 - G. Eliminating Nervous Ticks
 - H. Movement-Never let it Distract from the Speech
- VIII. Practice Speeches
 - A. UIL WEBSITE www.uil.texas.edu/academics/speech
 - B. Extemp Topic Analysis www.extemptopicanalysis.com
 - C. Planet Debate www.planetdebate.com
 - D. Champcraft www.Champcraft.com
- IX. Tournament Behavior
 - A. Professional at all Times
 - B. Approach to Each Round
 - C. Watch Other Speakers to Improve
 - D. Ethos
- X. Post-Tournament
 - A. Ballot Review
 - B. Speech Re-Do’s
 - C. Bulking Up Files