

Unit IV- Nuances and Modes of Delivery

There are four main kinds of speech delivery- Impromptu, Extempore, Manuscript and Memorized.

Impromptu Speech -An Impromptu speech is delivered at the spur of the moment and is spontaneous. It is an unprepared speech, an example of which can be a toast at a wedding or a reception party.

Extempore Speech - An Extempore speech is a style used in public speaking which uses an outline for the speech and some prior preparation. It is a mix of spontaneous and prepared speech in the sense that the speaker can change the speech as it goes. The speaker may speak using main points or a brief outline.

Manuscript Speech- When a speaker reads from a prepared speech, using a manuscript, the style of speaking falls under this category. The entire speech may be read out from notes or printed material. An example would be a televised news report which a teleprompter reads out during a newscast.

Memorized Speech- When a speaker delivers a speech by memorising it or committing it to memory, it can be termed as a memorized speech. This kind of delivery has its pros and cons. Such a speech may either appear effortless or not very natural to the audience.

Ways to Improve Listening Skills

- 1) Face the speaker and maintain eye contact.
- 2) Be attentive and relaxed.
- 3) Keep an open mind.
- 4) Listen to the speaker to picture the words that are being said.
- 5) Give the speaker regular feedback.
- 6) Practice active listening by being responsive and attentive.
- 7) When listening to someone talk about a problem, refrain from suggesting solutions.
- 8) Wait for the speaker to pause before you ask questions to clarify their stance. Ask questions to ensure understanding.
- 9) You can nod and show your understanding through appropriate facial expressions.
- 10) Pay attention to the non-verbal cues as well.