



To: Teachers and Parents

Topic: **Listening and Speaking (Unprepared Speech)**

Message Objective(s): **Learners should be able to:**

- Develop the three aspects of an impromptu speech by having effective introductions, content, and conclusions.

Message: An impromptu speech is like a sandwich. The two slices on either side become the introduction and the conclusion. The filling is the body of the speech, and it must give excitement and flavour.

How to prepare an impromptu speech

1. **Decide on a topic:** Must be one that the learner can relate to and have sufficient information.
2. **Brainstorm:** Learner must quickly have key words and ideas for an impromptu speech.
3. **Construct an exciting:** Introductory sentence and a memorable concluding sentence. Learners must incorporate their introduction, body, and conclusion.
4. **Develop the body:** Learners to focus and build on the three aspects of their speech. Learners must give themselves three to five minutes for preparation to refine, add or omit details.
5. **Practise-** Learners must ensure that they leave enough time to practise the speech aloud.
6. **Deliver the speech:** Learners must ensure that the speech is audience centric.

Checklist for good delivery:

- ✓ Did the learner think logically?
- ✓ Did the learner speak clearly and fluently?
- ✓ Did the learner achieve vocal and facial inflections?
- ✓ Was the learners' posture poised and relaxed?
- ✓ Did the learner pause effectively?

Learners must constantly learn to improvise speeches by practising brainstorming ideas.

All the best and keep safe.

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Reference: EFAL SP GRADE 7,8 AND 9 REVISED ATP TRACKERS
<https://nect.org.za/materials/recovery-atps-trackers>