

TYPES OF SPEECHES ACCORDING TO DELIVERY

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TYPES OF SPEECHES ACCORDING TO DELIVERY

①

MANUSCRIPT

②

MEMORIZED

③

EXTEMPORANEOUS

④

IMPROMPTU



Manuscript

- **Reading** a manuscript **word for word**.
- A manuscript is a written or printed document containing the entirety of a speech.
- Does not guarantee the best results.
- Only necessary when presenting a subject matter that does not allow any error.

Manuscript

Graduation Speech



State of the Nation Address



Manuscript

Advantages

- Speaker can practice in advance the delivery of the speech
- It ensures that you will give or disseminate the exact information.
- The speaker is not anxious about forgetting what to say.

Disadvantages

- Lack of spontaneous body movements, eye contact, and vocal expressions.
- The delivery is mechanical or artificial.

Manuscript

Tips when reading from a manuscript

1. Practice reading your manuscript several times
2. Mark the important words in your manuscript.
3. Do not simply “parrot” the words.
4. Do not rush.
5. Memorize the first and the last line.



Memorized

- A written speech that a speaker **commits** to **memory** word-for-word.
- Usually done by professional speakers.
- Frees your hands and eyes, allowing you to make gestures and eye contact.
- The audience does not mind if notes are used as long as the speaker is interesting and thought provoking.

Memorized

Speech Contestants



Actors



Memorized

Advantages

- Frees you from notes.
- If successful, can be very interesting.

Disadvantages

- Difficult to pull off.
- Easy to lose track of.
- Might sound as artificial as reading from a manuscript.

Memorized

Tips when preparing for a memorized speech

1. Read your manuscript several times with understanding.
2. Avoid looking at your script when you forget something.
3. Practice in front of a mirror as if you are talking to yourself.



Extemporaneous

- A speech that is **read from a note** or an **outline** without reading or memorizing an entire manuscript.
- Makes for a more spontaneous presentation compared to a memorized or read speech and more precise than an impromptu speech.
- Recognized as the most effective form of speech delivery by many experienced speakers.

Extemporaneous

Lectures



Preaching



Extemporaneous

Advantages

- Promotes the likelihood that you, the speaker, will be perceived as knowledgeable and credible.
- Audience is likely to pay better attention to the message because it is engaging both verbally and nonverbally.

Disadvantages

- Requires a great deal of preparation.

Tips when preparing an extemporaneous speech

1. Take the time to plot an outline.
2. In place of an outline, you may use notes written on index cards.
3. Rehearse more than a few times.



Impromptu

- The speaker is given **no time to prepare** because the **topic is given only right there and then**, while the ideas are developed as the speaker delivers the speech.
- Giving a speech on-the-spot, without prior notice of the topic you will talk about.
- Most challenging method since there is no time to rehearse or prepare.

For example:

You are at a friend's birthday party and someone asks you to say a few words about the birthday person.

Impromptu

Advantages

- You can present your ideas, make appeals, or disseminate information
- Spontaneous and responsive in an animated group context.

Disadvantages

- Little or no time to contemplate the central theme of his or her message
- It is easy for you to perform poorly

Impromptu

Tips when delivering an impromptu speech

1. Be mentally prepared
2. Speak with confidence.
3. Maintain eye contact with your audience
4. Avoid saying fillers such as :ah, hmm, well, you know,
5. Maintain good posture
6. Speak loud enough to be heard
7. Gesture effectively
8. Appear to enjoy speaking



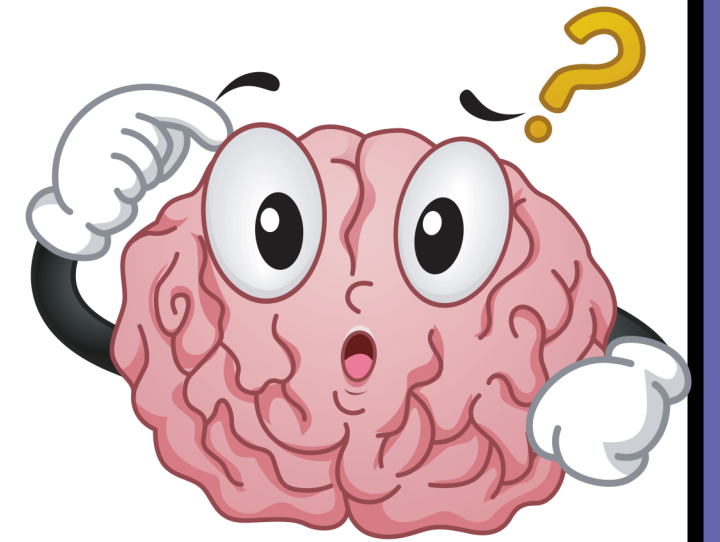
Impromptu

Mental patterns for delivering an impromptu speech

Story-Message-Gain (SMG)

1. Start with a story.
2. Proceed to your main idea.
3. Conclude with a summary of what you shared.

PRACTICE ACTIVITY



“SITUATIONAL ANALYSIS”

Instructions:

- a. Analyze the given situation.
- b. Identify what type of speech delivery is being illustrated in each situation

- 1. A CEO addressing shareholders at an annual general meeting methodically reviewing a prepared report.**

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MANUSCRIPT SPEECH ✓

2. An actor on stage flawlessly delivers a complex soliloquy in a Shakespearean play.

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MEMORIZED SPEECH 

3. A journalist conducting a live news report, giving updates about a breaking story while incorporating new information as it comes in.

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EXTEMPORANEOUS SPEECH ✓

**4. A guest at a party asked to give a toast,
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IMPROMPTU SPEECH 

ASSESSMENT

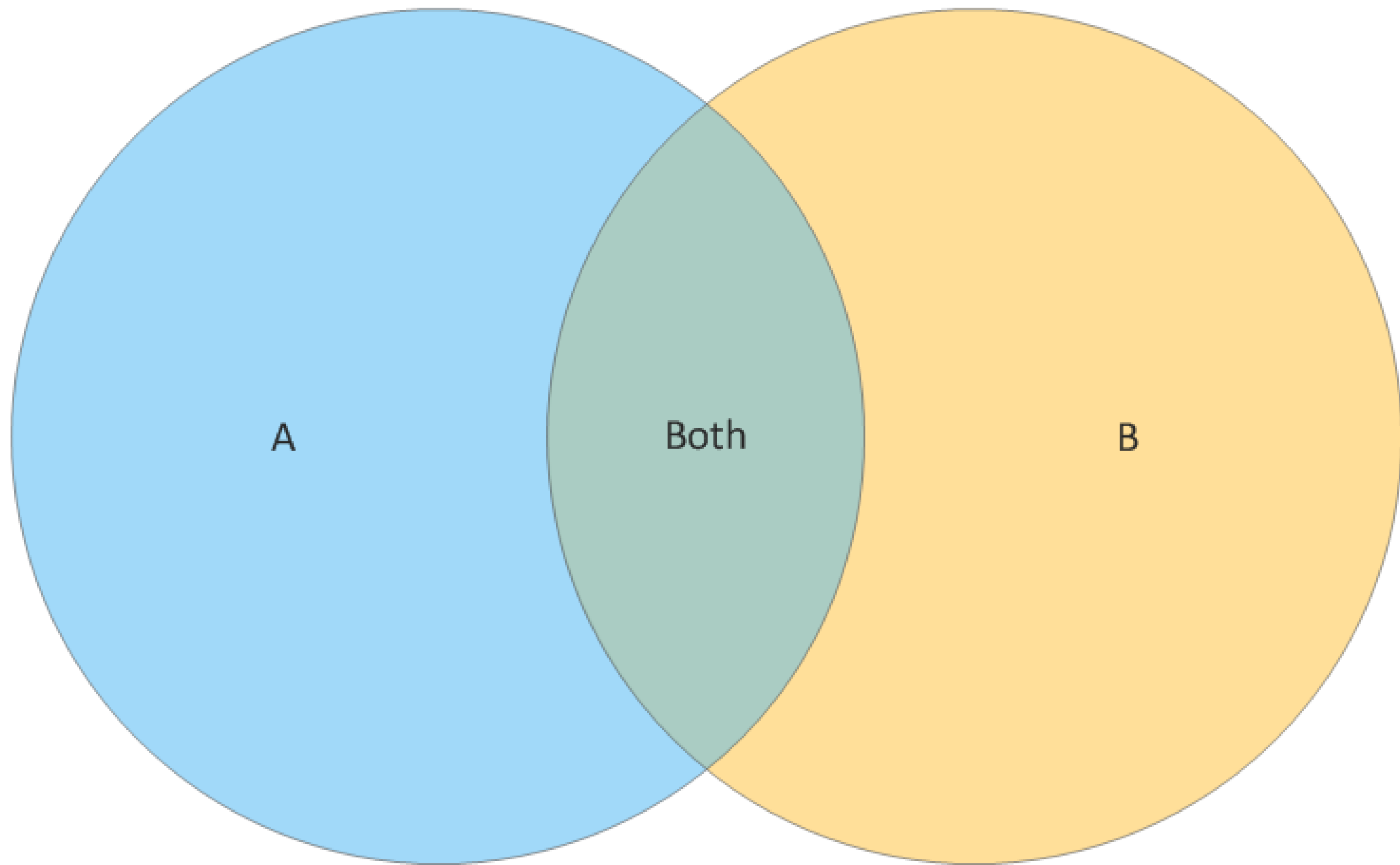


“VENN DIAGRAMMING”

Instructions:

1. In 10 minutes, create 2 Venn Diagrams showing the similarities and the differences between:
 - (a) Manuscript and Memorized Speech
 - (b) Extemporaneous and Impromptu Speech
2. Present it to the class.

“VENN DIAGRAMMING”



“VENN DIAGRAMMING”

GROUP 1

MEMBERS:

Agir, Albon, Alcala, Arbolado, Ardosa, Ayop,
Bermudo, Bokingkito, Bomediano, Cadayday,
Cervas, Chiu, Cubalan, Elumbaring

“VENN DIAGRAMMING”

GROUP 2

MEMBERS:

Gravador, Hilado, Lacson, Lumauag, Macahis,
Macasero, Magallanes, Mapeso, Mensidor, Nava,
Ocupe, Ompoy, Orgada, Pachorro, Patriarca

“VENN DIAGRAMMING”

GROUP 3

MEMBERS:

Ruiz, Sagario, Sales, Samillano, Silay, Zeah
Suarez, Lady Suarez, Sumalpong, Tortogo,
Trebol, Uy, Villaflores, Zerna

“VENN DIAGRAMMING”

STEAM – SECTION K

GROUP 1

MEMBERS:

Abequibel, Alonzo, Alucitain, Bascara, Cacas,
Cadayday, Cagurin, Calda, Couty, Dalion, Dayao,
Kish, Dela Cruz,

“VENN DIAGRAMMING”

STEAM – SECTION K

GROUP 2

MEMBERS:

Dinopol, Dizon, Doque, Ken Jesus Dy, Godwyn Dy, Ixly, Katada, Lagusad, Libo-on, Licayan, Macaambac, Madigan, Montejo

“VENN DIAGRAMMING”

STEAM – SECTION K

GROUP 3

MEMBERS:

Nuico, Padillo, Panal, Patay, Rivera, Sardan,
Sedillo, Singson, Solitana, Teves, Torres, Uy,
Yoldi, Yurong

thank you