**Methods of Delivery**

**(AKA: How to Give Your Speech)**

**IMPROMPTU—given on the spur of the moment with little to no preparation**

**ADVANTAGES: allows speaker to respond quickly, sounds natural/spontaneous**

**DISADVANTAGES: can be disorganized, may not include all the important points on the topic, limits the speaker’s time to think before responding, may lead to blunders**

**MANUSCRIPT—written out completely and read to the audience from a prepared script**

**ADVANTAGES: can be revised until wording is exact, can be well-researched so that every point is supported with details & examples, can be rehearsed & timed exactly**

**DISADVANTAGES: often sounds stiff, unnatural & robotic, may be boring for audience, requires more time to write**

**MEMORIZED—written out completely, like a manuscript) and thoroughly memorized**

**ADVANTAGES: can be revised until wording is exact, can be well-researched so that every point is supported with details & examples, can be rehearsed & timed exactly**

**DISADVANTAGES: must be memorized well enough to sound smooth & natural, requires time to memorize, may increase nervousness & cause speaker to forget**

**EXTEMPORANEOUS—fully prepared & researched but *OUTLINED* instead of written out word for word—speaker uses the outline when giving the speech**

**ADVANTAGES: sounds spontaneous & natural, can be organized in a logical manner, can be well-researched so that every point is supported with details & examples, can be rehearsed & timed, allows for flexibility in response to audience feedback**

**DISADVANTAGES: requires time to prepare outline, requires time to PRACTICE**