

# Extemp in 7 Minutes

Prep a sharp speech against the clock

## — Your seven-minute prep clock

- 1 0 to 1 min: take a side. Turn the question into a one-sentence answer.
- 2 1 to 3 min: pick three reasons that support it. These are your main points.
- 3 3 to 5 min: add an example or fact to each point. Note them, do not script them.
- 4 5 to 6 min: write your intro hook and your one-line conclusion.
- 5 6 to 7 min: say your intro and first point out loud once.

## — The speech skeleton

- 1 Hook: a question, a fact, or a short story.
- 2 Answer: your one-sentence position.
- 3 Roadmap: "I will give you three reasons."
- 4 Three points: each is claim, reason, example.
- 5 Conclusion: restate your answer and end on your hook.

## — Sound in command

- Signpost out loud: "First... Second... Finally..."
- Speak from notes, not a script, so you look up and connect.
- A confident pause beats an "um." Silence is fine.
- Land your last line on purpose, then stop.

## — A worked example

Prepped in about six minutes, delivered in four.

**Question:** "Should students be allowed to use AI tools for homework?"

**Answer:** "Yes, with limits. Used well, AI is a tutor, not a shortcut."

**Reason 1: It gives instant feedback. Example:** a student stuck at 11pm gets unstuck instead of giving up.

**Reason 2: It levels the field. Example:** not every family can afford a private tutor.

**Reason 3: It teaches a real-world skill. Example:** adults already use these tools at work.

**Hook:** "At midnight, stuck on a problem, a student has two choices: give up, or ask for help."

**Conclusion:** "Ban the shortcut, not the tutor. Teach students to use AI well, and they carry that skill for life."

## — Common mistakes

- No clear answer in the first ten seconds.
- Three reasons that do not actually support the answer.
- Reading from a full script instead of speaking from notes.
- Running long and rushing the conclusion.
- A weak ending. Circle back to your hook instead.

### YOUR PREP SHEET

Copy this page and drill it. Fill it in fast, then speak from it, not from a script.

**Question**

**My one-sentence answer**

**Reason 1 (and example)**

**Reason 2 (and example)**

**Reason 3 (and example)**

**My hook**

**My conclusion**

## Practice drill

- Have someone hand you a random question.
- Prep in seven minutes using the sheet.
- Deliver in three to five minutes, standing.
- Record it and watch it back once.
- Do it again with a fresh question tomorrow.