

1. ****Stay Calm**** - Take a deep breath and pause for a moment to gather your thoughts.
2. ****Acknowledge the Topic**** - Start by briefly acknowledging the surprise of the topic, which can give you a moment to think.
3. ****Relate to Personal Experience**** - Find a way to connect the topic to your personal experiences or knowledge.
4. ****Broad Themes**** - Identify broad themes or universal truths related to the topic that can guide your speech.
5. ****Structure Your Thoughts**** - Use a simple structure, such as introducing the topic, discussing two to three main points, and concluding.
6. ****Be Honest**** - If you're unfamiliar with the topic, it's okay to admit your lack of knowledge but pivot to related points you can discuss.
7. ****Ask Rhetorical Questions**** - Pose questions to the audience to engage them and give yourself time to think.
8. ****Use Humor**** - Light humor can help ease tension and make the audience more receptive.
9. ****Emphasize Your Strengths**** - Steer the conversation towards areas where you feel more competent.
10. ****Practice Improv Techniques**** - Engage in regular practice to enhance quick thinking and adaptability.