



Organizing Your Speech

OPENING

- Get attention
- Generate interest

Ways to Open

- Startling Question
- Challenging Statement
- Quotation/Joke/Story
- Statistic
- Display a Prop or Object
- Outline What you are Saying
- Reference the Occasion

Ways Not to Open

- An apologetic statement
- A story or joke that does not relate to your topic
- A commonplace observation delivered in a commonplace manner
- A long or slow moving statement or story
- A trite question, such as “Did you ever stop or think...?”

BODY

- The main message
- The facts
- Information

Ways to Organize Body

- Statement of Facts (3)
- Past/Present/Future
- Child/Teen/Adult/Senior
- Analogy of 4 Seasons
- State a Problem-Solution
- Chronological
- Political/Economic/Social
- Compare/Contrast
- Sequential

CONCLUSION

- Climax
- Audience knows your message
- Tie to opening

Ways to Close

- Summarize Main Points
- Answer the Question
- Quotation/Statistic/Story
- Question to Provoke Thought
- Motivate to Action (Call to Action)

Ways Not to Close

- That's all I got
- I'm done
- Ya, that's about it
- No conclusion