



Comm Skills Virtual Learning

9-12/ Public Speaking
Organizing the Speech

April 15, 2020



Lesson: [April 15, 2020]

Objective/Learning Target: Students will apply effective organization.

Bell Ringer/Let's Get Started

Preview statements are important in public speaking. Briefly jot down a few reasons why.

Do you believe that preview statements should be used when you wish to discuss an important issue with parents, teachers, or employers? Why or why not?

Offer some examples to justify your response.

Lesson/Activity

Now that you have created an effective introduction, we will work to outline and organize your Recommendation speech.

You will develop a clear and logical progression in the body of your speech.

The body of your speech is the heart, brain, and nerve center of the presentation. It is where you exhibit your powers of persuasion and reasoning. This is where you prove your point.

Lesson/Activity

An outline is the speaker's map.

An outline keeps you on track.

Even though you outline your entire speech, most of your outline will deal with the body.

Purpose Statement

- I. Main heading (Roman numeral)
 - A. Supporting material (capital letter)
 1. Detail (number)

Lesson/Activity

Let's examine how a speaking outline works.

PURPOSE STATEMENT - closely associated with the thesis given at the end of your intro. It states both your selected topic and your specific purpose in speaking.

Examples:

The purpose of this speech is to inform the audience about the admissions requirements for law schools.

The purpose of this speech is to explain the steps in lifesaving certification.

Lesson/Activity

In your actual speech, you will not say your purpose statement. However, you will place this statement at the top of your outline to guide your work.

Next, you will develop your main headings:

- I. Vaping can lead to significant health problems.
- II. Vaping can affect the health of others besides the vaper.
- III. Vaping can contribute to economic problems.

Each main heading is a clear division of what is going to be addressed on the speech.

Practice

Sketch out your three main points.

Then, begin to gather your supporting material. Supporting materials you gather provide reinforcement for your main points. Types of supporting materials include:

- Examples
- Personal Stories
- Observations
- Names
- Dates
- Details

Practice

As you gather your information, organize the speech.

Example:

The purpose of this speech is to my audience the serious harms related to smoking.

- I. Smoking can lead to significant health problems.
 - A. Lung disease often results.
 1. Smoking causes over 60 percent of all lung problems.
 2. Teens are at great risk.
 - B. Thousands die each year.

Practice

Your turn.

Create your purpose statement.

Establish your three main points.

Locate supporting materials and details.

Outline your speech.

Additional Resources

[Example of Informative Speech Outline](#)

[Informative Speech Outline Format](#)

[Speech Outline Examples](#)