

Introduction 10-20%

Body

Conclusion 5-10%

Speeches about objects: anything that is tangible, visible and stable in form

Speeches about concepts: beliefs, theories, ideas, notions, principles

Types of listening:

Appreciative: listening for pleasure or enjoyment

Empathetic: listening to provide emotional support for speaker

Comprehensive: listening to understand message

Critical: listening to evaluate message

Organization

Strategic Organization: organizing speech to achieve particular result with particular audience

Main Points:

Major points developed in body of speech
most have 2-5 points

Chronological Order: Main Points follow time pattern

ex:

1. Building of the great wall began....
2. New section of the great wall were added...
3. The great wall was completed...

Spatial Order: Main points follow direction pattern

ex:

1. at the center of the hurricane is the calm, cloud
2. surrounding the eye is the eyewall, dense ring of clouds that produces the most intense wind and rainfall
3. rotating around the eye wall are large bands of clouds and precipitation called spiral rain bands

Causal Order: Main points show cause effect relationship

Problem Solution Order:

First main point- the problem

Second main point -the solution

Topical Order: main points divide topic into logical consistent subtopics

Tips for Main Points

- Keep points separate
- try for same pattern of wording
- balance time devoted to each

Extemporaneous Speaking: involves glancing at notes while maintaining crucial eye contact with the audience (most natural way)

Transitions- Indicated speaker has finished one thought and is moving to another

Internal Preview: Statement in body inciting what speaker will discuss next

Internal Summary: Statement in body summarizing preceding points

Signpost: The first cause.. The second cause.. The third cause..

Commemoration: speech paying tribute to person, group, institution, idea

- inspire audience
- heightened appreciation

Presentation: speech presenting gift, award, some recognition

Acceptance: Speech giving thanks for gift, award, some recognition

Introduction: speech introducing main speaker to audience

- Brief
- accurate
- adapted to occasion, audience
- build sense of anticipation

Conclusion:

signal end of speech

restate purpose and main points

take away

reinforce central idea - summarize speech, end with quotation, make dramatic statement, refer to intro

preparing conclusion - look for materials while researching, be brief, workout content, delivery in detail, conclude with bang not whimper

Central Idea: express a full sentence

General Purpose: to inform

Specific Purpose: to inform my audience

Egocentrism: tendency to be concerned with own values, beliefs

Ethnocentrism: Believing ones group or culture is superior to all other groups or cultures

Plagiarism: taking someones ideas and passing them off as your own

Global: stealing from single source, passing it off as ones own

Patchwork: stealing from 2 or 3 sources

Incremental: failing to give credit for parts borrowed from other sources. failing to cite statistics or quote that is not yours.

