

Chapter Eight

⌘ Organizing and Outlining the Speech



Chapter Eight



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Main Points, Supporting Points, and Transitions

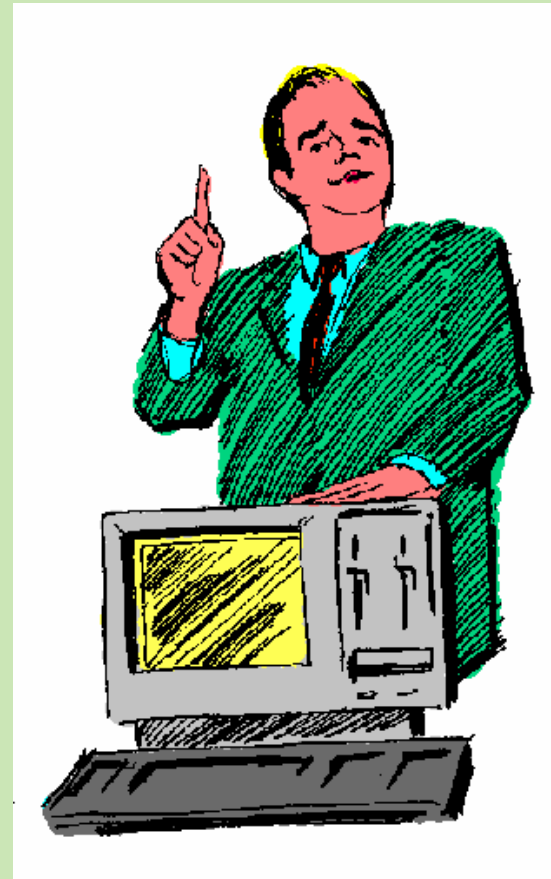
- ⌘ A Speech structure is composed of an introduction, a body, and a conclusion
 - ☑ The Introduction establishes the purpose of the speech, and shows its relevance to the audience
 - ☑ The body of the speech presents main points that are intended to fulfill the speech purpose
 - ☑ The conclusion ties the purpose and main points together *

Main Points, Supporting Points, & Transitions

Main points: Making the Claim

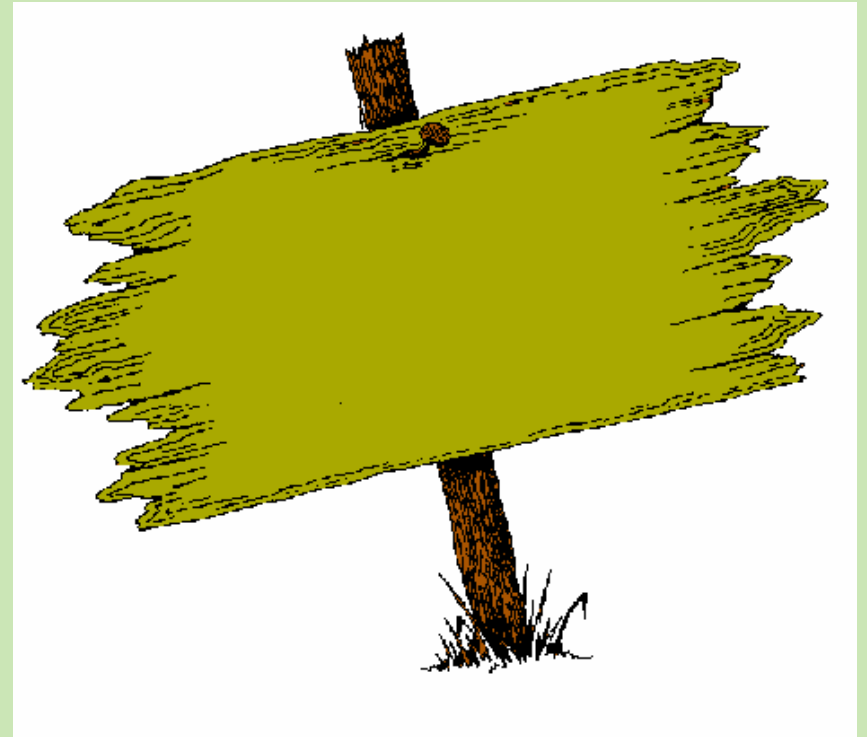
⌘ Main Points:

- ☑ Used to express the key ideas and major themes of a speech; used to make statements or claims in support of the thesis*



Main Points, Supporting Points, & Transitions Guideposts

⌘ You can use the specific purpose and the thesis statement as guideposts to help generate the main points of your speech*



Main Points, Supporting Points, & Transitions

Number of Main Points



- ⌘ Depending on the topic, the amount of material to be covered, and the length of the speech, three main points should be sufficient for almost any speech
- ⌘ Listeners can more easily recall points made at the beginning and end of a speech*

Main Points, Supporting Points, & Transitions

Form of Main Points

⌘ A main point should not introduce more than one idea. If it does, it should be split into two or more main points*



Main Points, Supporting Points, & Transitions

Form of Main Points

⌘ Main points should be stated in parallel form

⌘ Parallel Form:

☑ Involves stating main points in similar grammatical form and style*

Main Points, Supporting Points, & Transitions

Supporting Points



⌘ Supporting Points:

☑ Represent the material or evidence gathered to justify the main points

⌘ Main points are enumerated with uppercase Roman numerals, supporting points with capital letters, and third level points with Arabic numerals*

Main Points, Supporting Points, & Transitions

Transitions: Giving Direction

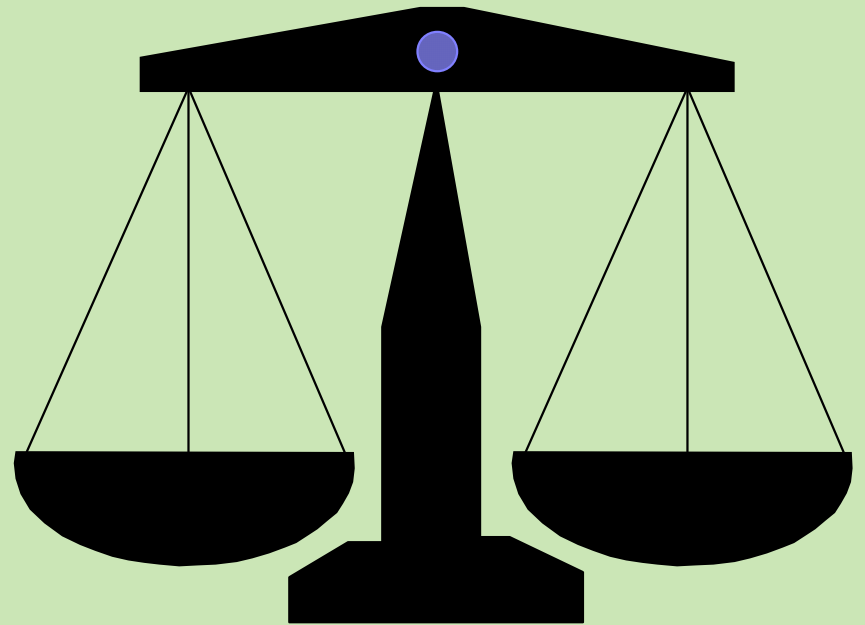
⌘ Transitions:

☑ Words, phrases, or sentences that tie the speech ideas together and enable the speaker to move smoothly from one point to the next

⌘ A transition statement can be a rhetorical question or a restatement of the previous point, and a forecast of the next point *

Main Points, Supporting Points, & Transitions Organizing The Points

⌘ A well-organized speech is characterized by unity, coherence, and balance*



Main Points, Supporting Points, & Transitions

Organizing The Points



⌘ Unity:

- ☑ A unified speech contains only those points that are implied by the purpose and thesis statements

⌘ Coherence:

- ☑ Clarity and consistency: a coherent speech is logically organized*

Main Points, Supporting Points, & Transitions

Organizing The Points

⌘ Subordination and coordination:

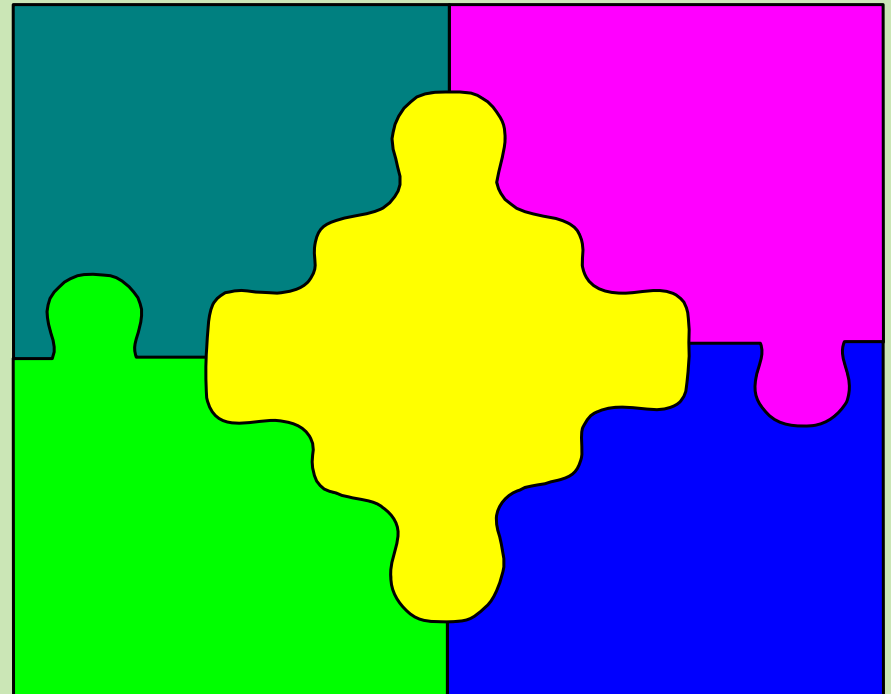
- ☑ The logical placement of ideas relative to their importance to one another

⌘ Balance:

- ☑ Balance involves giving appropriate emphasis or weight to each part of the speech relative to the other parts and to the theme*

Organizational Arrangements

⌘ Once a speaker has determined what the main and supporting points will be, he/she can proceed to organize them according to one or a combination of patterns*



Organizational Arrangements

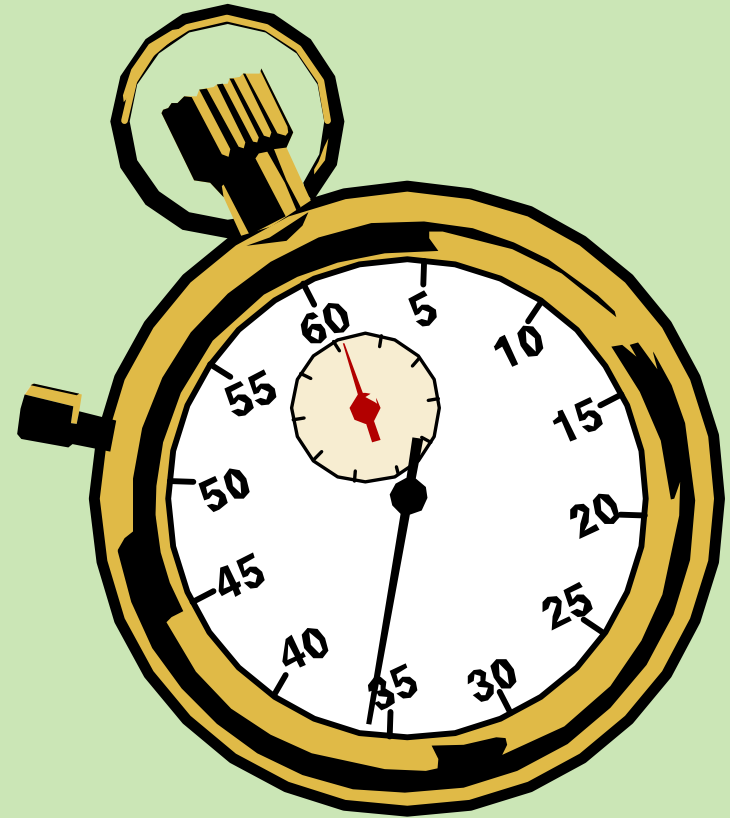
Topical Arrangements

⌘ A topical pattern of arrangement is used when each of the main points of a topic is of relatively equal importance, and when these points can be presented in any order relative to the other main points without changing the message*

Organizational Arrangements

Chronological Arrangements

⌘ The chronological pattern of arrangement is used to reflect the natural or sequential order of the main points*



Organizational Arrangements

Spatial Arrangements

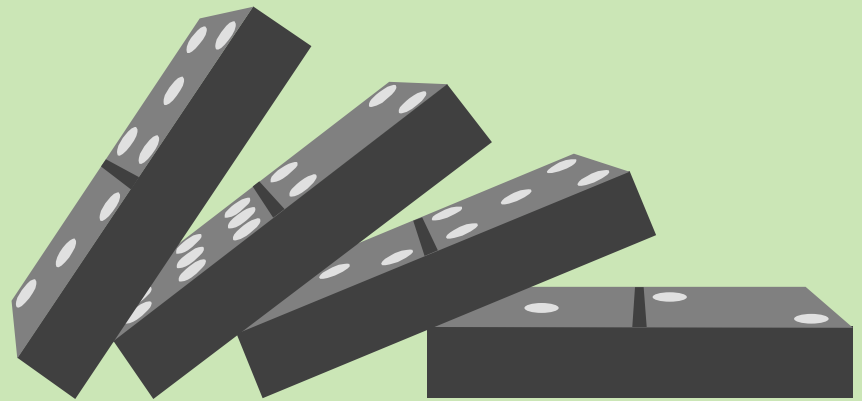
- ⌘ Spatial or geographical patterns of arrangement are used when main points are arranged in order of their physical proximity or direction relative to each other*



Organizational Arrangements


Causal Arrangements

⌘ A causal pattern of arrangement is used when the main points of the speech compare something known to be a "cause" to its "effects"*



Organizational Arrangements

Problem-Solution Arrangements



⌘ A problem-solution pattern of arrangement is used when the main points are organized to demonstrate the nature and significance of a problem and then to provide justification for a proposed solution*


Outlining Speech Material



⌘ Outlines are visual representations of the basic structure of the speech, revealing any weakness in the logical ordering of points*

Outlining Speech Material

Working Outlines

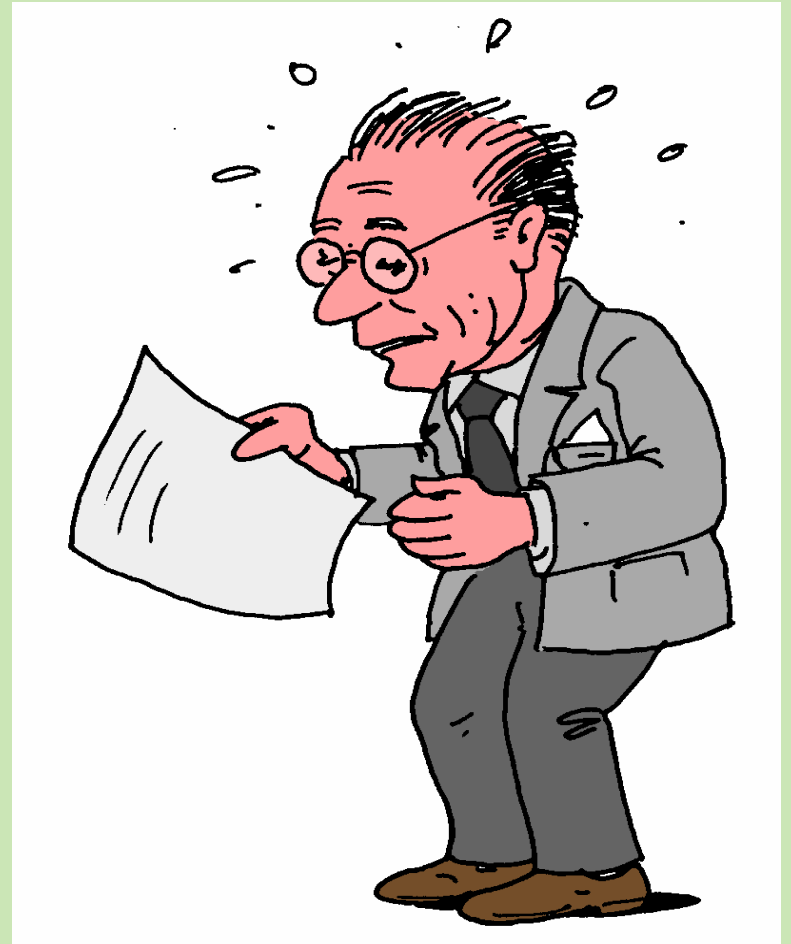


- ⌘ Working outlines are used to refine and finalize the specific purpose statement, brainstorm main points, and develop supporting points to substantiate them*

Outlining Speech Material


Speaking Outlines

⌘ A speaking outline is used when practicing and actually presenting a speech*



Outlining Speech Material


Sentence Outlines



- ⌘ A sentence outline states each main and supporting point as a full declarative sentence
- ⌘ These sentences are usually stated precisely the way the speaker wants to express the idea*

Outlining Speech Material


Phrase Outlines



- ⌘ Phrase outlines are used to express each main and supporting point with a partial construction of the sentence form*

Outlining Speech Material

Keyword Outlines



- ⌘ Keyword outlines convey each main and supporting point with the smallest possible units of understanding, such as a single word or very brief phrase*

Outlining Speech Material

Benefits/Drawbacks of Outlines



- ⌘ Sentence outlines reduce the amount of eye contact the speaker has with the audience
- ⌘ Phrase outlines work best when a speech is thoroughly rehearsed
- ⌘ Keyword outlines are easier to handle and follow than are sentence or phrase outlines*

Outlining Speech Material

Outlines and Speech Delivery



- ⌘ The type of outline you select will affect how well you deliver your speech
- ⌘ Weigh the advantages and disadvantages of each style of outline, and select the appropriate one for your speech*