Speech Organization

*What is organization?*

Organization deals with the order in which you provide your information and how easily your listener can follow your train of thought.

*What does organization have to do with the senior boards speech?*

When structuring your senior boards speech, be sure to have an **introduction**, **body** and **conclusion**. Order your information in a manner that makes sense, and make sure your audience can follow your train of thought.

*What are transitions?*

Transitions are words or phrases that function as street signs for your audience. They let your audience know when you are changing thoughts, continuing a list, providing more detailed information or concluding. Transitions help with organization because the listener can follow your train of thought.

Transitions

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|  |  |
| --- | --- |
| To begin with SecondlyThirdlyAlsoNextIn addition | FurthermoreMoreoverConsequentlyAs a resultIn conclusionHowever |

*How do I start off my speech?*

Start with an introduction. The purpose of an introduction is three-fold (but not necessarily in this order):

* Catch your listener’s attention – There are many different types of attention-getters. You can list shocking facts, quote a famous person, tell an appropriate joke, tell a personal story, or suggest a hypothetical.
* Introduce your topic – Make sure at some point you present your topic.
* Prepare your listener for what is to come – Tell your audience the main points of your speech. Example: There are three reasons why gum should be outlawed in the state of Nevada: it’s sticky, gum chewers are irresponsible, and gum chewing is an annoying habit.

*How do I end my speech?*

Conclusions to speeches vary, but generally it is a good idea to refer to the attention-getter in your introduction and restate your main points. Be careful to not sound redundant; use different language in your conclusion than in your introduction.



Some people really find it helpful to outline main points of a speech first. This helps with organization. Once your outline is complete, think about the order of the ideas you will be presenting and whether this order makes logical sense.

**Practice**

1) Make a list of tasks required to successfully clean a car. Rearrange the tasks twice. First, organize the tasks chronologically (by time). Then, rearrange the tasks in order of importance. Which makes more sense? Why?

2) Write two different **introductions** for one of the following speech topics using a different attention getter for each introduction:

* My best summer vacation
* Why school should start later in the day
* Why Yucca Mountain should/should not be used as a landfill for radioactive material

YOUR TURN

Prepare a speech on one of the following topics. Be sure to focus on organization. Use transitions and have an introduction and conclusion.

* My biggest accomplishment
* The future of our generation
* Television – why it is/is not detrimental to society