

Speech

The Four Part Speech Outline

Fundamentals about the outline

1. Every speech needs an outline written on note cards.
2. Once the outline is established, practice—practice—practice! Know how much time your speech will take. Also understand that your speech will probably go a bit quicker in front of an audience.
3. The proper outline format must be used. The sequence will go:
 - I.
 - A.
 1.
 - a.
4. Make sure your main points are arranged for optimal, logical flow (chronological, hierarchical, spatial, etc.).
5. Make sure every sub-point directly relates to the main point it is under. Sub-points clarify what is meant by the main point, provide support and examples, or provide smaller issues within the main point.
6. Every sub-point should contain only one idea.
7. If you only have one sub-point, it does NOT deserve to be its own separate sub-point. Either divide it into two or more points or combine it with the point you've put it under. You can't have a **1.** unless you have a **2.** You can't have an **a.** unless you have a **b.** The magic outline number is ALWAYS two.
8. An outline is not a report. Only use phrases, fragments, and key words that help you know where you are heading.

9. Good speakers become familiar with their speeches. Speakers do NOT read the outline, yet they effectively glance at it to see where they are headed next.
10. You do two things in the outlines. First, you write down all transitions you are going to use. Next, you always write on the side the phrase “Slow down!”. This reminds you to avoid the mental race to ‘get the speech over’ and it may make you laugh inside...perhaps making you calmer.
11. Proper preparation prevents poor performance. Why is Tiger Woods such a great golfer? He has worked at his game since age 3!!! Even now he practices more than any other golfer on the little things. The difference between good and great = effort.
12. Must be properly dressed. Dress for success when presenting or giving a speech. Business casual: no jeans, no T-shirts, no flip-flops.
13. Speeches include an attention getter and a concluding zinger.
14. Speeches must have a thesis (main point) just like an essay. The thesis should be easily remembered by the audience. The audience should easily paraphrase it.
15. Be sure to have good posture (stand up straight), don’t fidget, leave your hair alone, and of course, don’t chew gum! Speak loudly and slowly. And don’t forget to breathe!
16. Time limit!

The Basics of the Four Part Outline

- I. The Introduction
 - A. Attention getter
 1. One chance to make impression
 2. Needs to be great – wake them up!
 - B. Things that work well

1. Story
 2. Quote
 3. Question – rhetorical question
 4. Stats
 5. comparisons
- C. Establish credibility
1. Why should audience listen to you
 2. Show this through your experiences
- D. Only hint at your topic
1. Do not directly tell your topic
 2. Keep the audience guessing
- II. The Thesis
- A. Purpose of your speech
1. Explain your intent
 2. Avoid using the phrase “Today I am going to tell you”—this is talking down to your audience
- B. Preview your main points
1. Let the audience know where you are heading
 2. Speaker’s goal is to have the audience remember the main points—not facts
- III. The Body
- A. This is the major part of the speech
1. Organize main points logically
 - a. Chronological
 - b. Hierarchical
 - c. Spatial
 2. Main points must have at least 2 sub-points
- B. The body will have 2-5 main points
1. Less than 2 – there is NOT enough info to merit a speech
 2. More than 5 – too confusing (combine if needed)
- IV. The Conclusion
- A. Summary
- Restate your thesis
- Restate your main points – yes this is the 3rd time
- B. Appeal
- Final statement ZINGER

Audience knows speech is over without saying “that’s it”
Startling statistics, quotes, etc. work well

Speech Choices

CHOICE 1 -- Give a personal narrative in which you demonstrate a time a mentor taught you a life-changing lesson. Do not eulogize the mentor; just show the audience through mentor’s actions.

CHOICE 2 -- Give a persuasive speech in which you take a position concerning voluntary euthanasia. Support your position using facts, examples, and statistics. Be sure to cite your sources.

CHOICE 3 -- Give an analytical speech in which you analyze the concept of Aristotle’s “good death” or death with dignity in *Tuesdays With Morrie* and two other formats presenting the same philosophy. Be sure to identify the pieces using citation. (Beatles “In My Life,” *The Ultimate Gift*, “Do Not Go Gentle into That Good Night” by Dylan Thomas, or any other work you have considered independently.)

CHOICE 4 – Create your own topic. Get teacher approval first! Must be related to *Tuesdays With Morrie*.