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## Speech preparation outline template

By: Susan Dugdale | Last modified: 06-03-2019 | First published: 11-01-2008 | The sample speech outline template below will help clarify what you want to say as well as help organize your material. Once done, your curriculum will form the backbone of your speech leading you logically through all aspects that need to be considered before you write the speech itself. Why bother with the contour? Since completing one is a critical step in preparing a successful speech. The preparation of the curriculum is often overlooked in a misguided attempt to get to the real work of writing the speech itself. Despite what many people think, it's not a waste of time! Save it instead. And dodge the anxiety caused by insufficient preparation. It might look daunting and frighteningly time consuming, but complete the curriculum all the same. What you learn about the structure, the alignment of content with the purpose of speech, and the needs of the audience will pay you time and time again. I promise you, the outline will make the speech easier and less stressful. How best to use this page Read the page all the way to get acquainted with the conditions and process. When you're done, click the link at the bottom of the page to download and print an empty sample speech outline for your own use. The process of outlining speech is divided into 4 basic steps. (Click on the title to learn more about each one) Preparing-deciding on your topic with respect to the audience body-transition or connection between introduction and body main ideas with support examples and details conclusion- summary of the main points or call to action First : Tell them what you are going to tell them. Two, tell them. Three, tell them what you told them. A simple speech outline follows that advice. 'Tell them what you're going to tell them' becomes your introduction to 'Tell them' to form a body 'Tell them what you told them' is your conclusion Sample Speech Outline – Step One – Preparation You need to complete this step before you start writing anything! Start by choosing where to start, deciding what you're going to talk about. For example, if you are a real estate agent (real estate agent) who has been asked to talk to a suburban community group of residential real estate properties seems like a good choice. Put yourself on one side & focus on your audience However before you make a final decision considering in more detail who will listen to you it makes better sense than assuming that what you come up with will be good! How do you really know which aspects of your topic are best suited to meet their needs? Or what would be of real benefit to them O? The scope of the residential property theme is huge. Your speech could include any number of sub-themes such as: financial advice for first home buyers on how to check a home before buying, the rise of mortgage default sales, the collapse of real estate development programs, how to buy real estate for a person... Analyze your audience so before you settle on the exact topic of your speech analyze your audience. Without analysis you 'guess' what would be interesting and relevant for them to hear. Refine your topic Using what you've learned about your audience to decide on an aspect of your topic that will benefit them and the angle you'll have. Take care of it. One size doesn't work for everyone! For example, a speech on housing affordability, which includes a step-by-step plan to buy a first home will likely interest an audience of young, (late 20-30's), people with steady career incomes. But for another audience, (e.g. older, less financially secure, or younger and not yet ready to consider a settlement...), it might be completely inappropriate. Minimize the risk of being wrong by finding out as much as possible about your audience! Deciding the purpose of your speech What is the purpose of this speech? Why are you giving it? Is it persuading or informing? Is it demonstrating, entertaining, or welcome? Or is it a combination of these? What do you want your speech to achieve? Is there a specific action you want people to take as a result of listening to you? Your answers to all these questions will dictate what organizational formula you will use for your speech, content, and tone. Return to the top Of the Organizational Pattern or Method Selection There are 6 basic organizational patterns or methods for organizing the body of your material. Choose the right one for your needs. 1. Cause - Effect Since event A occurred, event B occurred. Examples: Since the driver was driving fast, the car crashed. Because of the earthquake, the city was destroyed. Because the minimum wage is low, families cannot afford good health care. 2nd Problem - The solution to the problem is 'X'. The answer is 'Y'. Examples:The problem is unaffordable housing. The solution is community-funded housing complexes. The problem is unemployment. The solution is meaningful, sustainable education and employment programs. The problem is the poor choice of food. The solution is practical community information programs. 3. Logical This pattern fits a wide theme, which is divided into naturally occurring sub-theme. Examples:A broad theme is vocal variety. Its sub-themes include speech speed, use of pause, voice tone, volume, articulation ... The general theme is organizational patterns of speech. Subtopics could be problem-solving, cause-effect, logical ... A wide theme is Residential Real Estate. Its sub-themes could include homes for first-home buyers, how to apply for a mortgage, how to choose the right neighborhood to buy, impact Housing... 4. Spatial or geographical Application of this pattern for topics dealing with physical spaces. Examples:10 most popular tourist attractions in New Zealand.European migration patterns 19. Moving the population from country to city in the U.S. 5. Time or Chronological/Sequential These are either historical themes or demonstration manifestations. They're both dealing with a sequence of events. For example: The history of women's suffrage in the US, the abolition of slavery How to bake a cake, how to fix a defect in the tires of a bike, or how to tie a tie 6. Advantage - disadvantage Use this pattern to explore the range of positive and negative aspects of an idea or event. Example: What are the advantages and disadvantages of private education? What are the advantages and disadvantages of lowering the voting age? What's good about supporting local industry? What is negative about supporting local industry? Return to the top sample speech Outline - Step Two - Introduction 5 parts of the preparation of introduction 1. Greetings & attention getter How will you greet your audience, attract their attention and force them to listen? You can use a rhetorical question, a surprising statistic, a quote or a humorous one-liner. To be effective, it must be related to your topic and apt for your audience. Examples:Rhetorical question How many of you are really more afraid of public speaking than of death? Surprising statisticsObsasable in the US 75% of the population experiences anxiety about speaking in public. Some just a little bit. And some a lot. Quote Mark Twain famously said that there are only two types of speakers in the world: nervous and liars. The humorous Nancy Pelosi set the record for the longest speech on the House floor: 8 hours and 7 minutes. Relax. I only plan on taking 15 minutes of my precious time.\*\* Be careful with humor. It will only work if appropriate, which is suitable for the occasion, and understood the majority of its audience. 2. Work Statement This is a short summary of your speech theme and your point of view or angle. Example: Green politics is no longer a made-up fringe fad. It's a necessity. 3. Credibility This segment determines your right to speak on the subject. Lists your qualifications or expertise. Using myself as an example, I can talk about preparing speeches because I have written so much over the past ten years. In addition, before becoming a professional speech writer I taught at a college level of English and drama. I also belong to the global public speaking club Toastmasters and have a Bachelor of Social Sciences, English and Psychology, from the University of Waikato, New Zealand. 4. Summative overview This is a brief overview of the main points you are going to cover. Example: Today I will share with you three effective ways to alleviate the fear of public speaking. The first and second cover aspects of preparation: writing and exam or practice. The third is about the benefits of public speaking. 5. Benefits in your speech to your audience? Why do they want to hear what you have to say? Be specific. Tell them. Example: When you decide to learn how to speak in public, you also get the following advantages: trust, the ability to take on leadership roles, a growing collection of presentation skills such as storytelling, how to use your voice, the ability to use props well, how to listen, how to create a speech that meets the needs of specific audiences ... In short, you will unleash the potential that you need to become bigger and better. Returning to the beginning of the sample speech outline - step three - body This is the heart of your speech, a place where you interpret what you want to share with your audience. In general, the three main ideas, along with supporting examples, work more effectively than four or five or more. If you have a few of them to choose from, go with your three strongest points. If one of your last three is a noticeably weaker sandwich, it's between the other two. If you plan to use visual aids (slides showing charts, tables, or images) or actual props, mark them as well. Transition This is the connection between your introduction and the main body of your speech. How do you put them together? Note: If you are not sure about the exact nature of links or transitions and how they work or what they are, you will find more about them, with examples, on my page, how to write a speech Main Idea 1 - Supporting ideas - Details and examples - Visuals or props - Go to ... Main idea 2 - Supporting ideas - Details and examples - Visuals or props - Go to... Return to the top pattern speech outline - Step four - Conclusion There are four parts to prepare an effective conclusion to your speech. Use them to do this together and summarize all the materials from your introduction and body of your speech, and end with clincher! Summary of the main ideas These are the main points that you have dealt with in the body of your manifestation. Re-statement of the dis statement Use the statement from the introduction to consolidate your message. Re-declaring the benefits to your audience Remind your audience of the benefits they get by doing whatever you design. Again, it comes from your introduction. Closer, Clincher or Call to Action This is your last sentence. To ensure that your speech ends with a bang, rather than whining check out this page on how to end speech memorably. You will find options and examples. Go back to the top Get a sample ready-to-use speech outline template This is a simple four-page PDF of all four steps and their sub-headings with note spaces. Right-click to download and print the sample speech outline. Do you have Adobe Reader installed? You will need Adobe Reader (the latest

version is recommended) installed on your computer in order to open and read this PDF. If you don't have it you can get it here (a new window will open so you without leaving this page). Save and print a speech outline file If you want to open the file in a browser window, just click the link. However, to download the file and view it later, right-click the link and choose Save Destination As or Save File As. Then select where you want to save the file to your hard drive. After you save the file, locate the location where you saved it and double-click to open it. To print an empty sample speech outline, open the downloaded file and select Print from the menu. Going back to the beginning Do you want to know more about the preparation of speeches? Planning and writing This page goes into more detail (with examples) about speech planning, and this provides step-by-step examples of how to write a speech. Rehearse a speech After planning is complete, you'll complete a sample speech suggestion and write how to rehearse. The speech is a live performance. The test will help you detect and iron out the defects before you find them hard - in front of an audience. Speech Rating A if your speech is being judged, check out this standard speech assessment form to see what aspects are likely to be assessed and how the rating scale works. Return to the home page to return to write-out-loud.com

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