



Organize Your Speech

Objectives

Select an appropriate outline which allows listeners to easily follow and understand your speech ;

Make your message clear, with supporting material directly contributing to that message ;

Use appropriate transitions when moving from one idea to another ;

Create a strong opening and conclusion

Time allowed

5 to 7 minutes

At the end of 5 th minute	-	Green Light
At the end of 6 th minute	-	Amber Light
At the end of 7 th minute	-	Red Light
At the end of 7 minutes 30 seconds	-	Bell

Content

Learn to assemble your thoughts in an *logical manner* ;

An example of a typical outline is :

Opening – captures audience attention and leads into speech topic

Body – state 2 to 3 main points and provide supporting materials

Conclusion – end with review or summary, may also call for action or use a story or quotation.

Prepare, Practise and Present