

Parts of a Speech

Introduction:

Attention Getter – should be the first part of your introduction and is used to grab your audience’s attention

An effective attention getter can be:

Personal experience

Story

Quotes

Startling statement (can include statistics)

Humor

Motivation – is a statement that encourages your audience to listen throughout the presentation. Ask yourself, “Why is my particular subject matter important to my audience?” and say that in your speech.

Credibility – establishes why the audience should listen to you; for example...maybe you’ve done research on the particular topic, had a personal experience that relates to your topic, or have a quote that shares your point of view or supports your topic.

Preview of the Main Points – states your upcoming main points so that the audience knows what to listen for in the presentation.

Thesis Statement – this statement informs the audience of the major theme of your presentation; all of your main and supporting points found in the body of the speech should help support the thesis and be relevant.

Conclusion:

Signal the conclusion – let the audience know that the presentation is about to end by saying something like “in conclusion, in closing, today we’ve talked about”

Restate the Main Points – just like the name suggests, you want to restate your main points (similar to the preview statement in the introduction) to remind your audience what it is you talked about

Challenge the Audience and Relate Back to the Introduction – remind the audience one last time about your thesis statement, and try to relate your conclusion back to your attention getter in the introduction; make some type of closing remark that calls the audience to action;

Example

“Knowing the negative effects of smoking, I want to encourage all of you who smoke to take the steps that we’ve talked about today and start on a path of kicking your habit