Organizing Your Speech

Starring
YOU
as the
King or Queen
of Organization!
Why Organize?

- Clear and coherent thoughts!
- Only so much time.
- Keep or purge.
- To maintain the audience’s interest and connection.
Organizational Formats: Topical

- Most common speech format.
- Format focuses on certain aspects of a subject.
- Balance, logic, and consistency.
- No “overwhelmed” main points!
Organizational Formats: Chronological

Chronological

☑ The speaker recounts a series or historical events in the order they happened.

☑ You would most likely use this format during your Speech to Teach.
Organizational Formats: Spatial

- Main points proceed focus on a location or a direction.

A speech about the various parts of a cruise ship would qualify! The Love Boat makes another run!
Organizational Formats: Problem-Solution

- Problem-solution is often used for persuasive speeches.
- Main points define the problem(s) and then propose solutions.
- Solutions can include those previously attempted and ones currently recommended.
What organizational method is used in the following sets of main points?

I. Cesar Chavez is best known for his efforts to protect the rights of Hispanic farm workers in California.

II. Cesar Chavez was also a tireless advocate for Hispanic racial and cultural pride in general.
I. Rodeos began in the Old West as contests of skill among cowboys during cattle roundups.

II. By 1920 rodeos had become a popular spectator sport for the general public.

III. Today rodeos combine traditional western events with a circus-like atmosphere and the marketing techniques of big business.
I. The outermost section of the ancient Egyptian burial tomb was the entrance passage.

II. The next section of the Egyptian burial tomb was the antechamber.

III. The third section of the Egyptian burial tomb was the treasury.

IV. The innermost section of the Egyptian burial tomb was the burial chamber.

Spatial

And this was the closest thing I could find to something Egyptian!
What organizational method (or methods) might you use to arrange main points for speeches with the following thesis statements?
To inform my audience about the major events in the development of the civil rights movement from 1955 to 1970.

(The most obvious choice for a speech with this thesis statement would be chronological order, but it could also be arranged topically.)
To inform my audience about the educational philosophy of Maria Montessori.

(This thesis statement would most likely be organized topically, with each main point dealing with a different aspect of Montessori’s educational philosophy.)

To inform my audience about the geographical regions of the Philippines.

(This thesis statement would probably be organized spatially, though it could also be structured topically.)
To inform my audience about the major kinds of symbols used in traditional Native American art.

(Although a speech with this specific purpose would probably be arranged in topical order, it might be organized chronologically if the speaker were to deal with the changes in Native American art symbols over the years.)
Dealing with Main Points and Subpoints

- Logical groupings of information.
- Ensure that main points correspond to the thesis statement.
- Interrelated, not duplicated.
- Use “catch all” if you must.
- Subpoints and subordinate points should match.
- No grouping of unrelated subpoints.
Do these main points correspond to their thesis statements?

Thesis: Cats make better pets than dogs.

I. Cats are neater than dogs.
II. Cats are more independent than dogs.
III. Cats have an interesting life history in mythology and literature.
IV. Cats are loyal and affectionate.
Do these main points correspond to their thesis statements?

Thesis: A four-day work week would be beneficial to our company.

I. Employees will enjoy longer weekends.
II. Employees will miss rush hour traffic jams.
III. Employees can share child care more equitably.
Bridging Main Points Via Connectives

- Transitions
- Signposts
- Internal previews
- Internal summaries
Using Transitions

- A bridge between key ideas.
- Adds “sidebars” of thought.
- Should not include entirely new facts.
- Occur between MP 1 and 2; 2 and 3; others optional.
Using Signposts

- Indicate where a speaker is in the speech.
- Focus attention on certain key ideas.
- Indicate important material is coming.
Using Internal Previews

- To move within main points to help speech flow.
- Unlike a mapping statement or transition, more specific to current information shared.

Like a mini-preview
Using Internal Summaries

- Used in the conclusion—relates what’s already been shared.

- “Tell ‘em what you told ‘em”
We've examined three of the most common acne triggers. Now that you know what causes acne breakouts, your dermatologist can help you manage and hopefully prevent them.

The first step in making salsa is to purchase fresh ingredients.

The salary for a new teacher may not seem terribly high, but other benefits and perks to the career should be considered in the overall compensation package.

“Now that I’ve explained my ideal career, I’ll detail the benefits that this position offers.”