

Six steps to composing a speech:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Topic Selection

- Topic is assigned – learn as much as you can about that topic. Become an expert.
- Topic is chosen – Choose a topic you are _____ with, something you are passionate about.

Gather Information

- Use _____ (things you already know)
- Do research. Find information relevant to your topic from _____
 - What makes a source credible?
 - How can you spot a source that is not credible?

Organize the body of speech into Three Main Points

Ways to organize your main points:

- Chronological _____
- Spatial _____
- Cause and Effect or Problem/Solution _____
- Topical _____

Write Introduction and Conclusion

Parts of the Introduction

1. _____

- a. Possible types of AGs
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____
 - vi. _____
- 2. _____
 - a. What the link does: _____
- 3. _____
 - a. What the TS does: _____
- 4. _____
 - a. Provides a “verbal road map” for the audience to follow your speech

Parts of the Conclusion

- 1. _____
 - a. Remind your audience what you just told them
- 2. _____
 - a. Remind your audience of the purpose and topic of your speech
- 3. _____
 - a. Finish Strong! Tie it back to your Attention Getter, if possible

Outline the Speech using MLA format

- 1. Main Sections (Introduction, each Main Point, and Conclusion) are notated with _____
- 2. Sub-points (material that supports or explains a main section) are notated with _____
- 3. Details (provide information that further explains sub-points) are notated with _____

Notecards

After rehearsing from your outline a few times, write notecards using only _____
