Chapter 8 – 9 Notes

Organization is important for a speech and the ability ideas into a pattern is critical. If the audience can not follow and understand a speech, they might as well not be listening to it.

Essays and speeches are similar but also very different

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| --- | --- |
| **Speech** | **Essay** |
| Heard Once | Can be read multiple times |
| Shorter Sentences | Contains complex sentences |
| Contains Repetition | Less Repetition |
| Organization revealed naturally | Organization Revealed through headers and subheaders |

Speeches benefit from having a clear beginning middle and end: Tell them what you are going to tell them, Tell them, Tell them what you have told them.

While using Linear logic the speaker develops ideas step-by-step relying on facts and data t to support each point

People who use configural patterns devise stepping stones that circle their topic but don’t hit it on the head

Because thinking processes can differ from culture to culture. The structure of a speech will need to be changed if the speech is given to people from many different cultures

An outline can be used to see if a speech holds up before it is given. It can also confirm clarity, critique construction of main and subpoints, identify placements of transitions.

When first outlining start with a few words to identify the key concepts these can be placed onto a concept map as well.

Full sentence outlines are more detailed but should ne used after the research on the key concepts in the working outline are met.

The full sentence outline will be made into a presentation outline (Speaker’s notes) once all necessary changes have been made.

Main points should be ordered logically so the audience can follow the message of the speech

If there is a topic that cant be substantiated enough as other main points it can either be dropped or placed under a relevant main topic as a subtopic

Good outlines clearly label every part

You can use more than words to transition: movement and visual guides can also be used as transitions

Signposts can be **numbers, phrases to focus receiver attention, phrases that indicate an explanation is coming, rhetorical questions, the speech is concluding**

**Definitions**

**Patterns**: models or guides that can repeat in predictable ways.

**Linear Format\***: When the main points develop and relate directly to the thesis

**Configural Format\*:** Less explicit in offering hard evidence in defense of a position

**Main Points:** The main ideas of a speech that give the outline its framework

**Subordinate Points:** Subpoints in which the foundation of the larger ideas are constructed

**Coordinate Points:** The main points are of equal weight or substance

**Parallelism:** Words, Phrases, or sentences balance with one another

**Transitions\*:** Bridges from idea to idea

**Chronological Transition:** Show the audience the time relationship between 2 points

**Contrasting Transition:** Shows how 2 points differ

**Causal Transition:** Show a cause-and-effect relationship between 2 points

**Complementary Transition:** Help the speaker add one idea to the next

**Internal Preview:** Prepares audience member for the information that will follow, it usually is longer than a transition

**Internal Summary:** Follows the information and summarizes its contents to help clarify or emphasize it

**Signposts:** a signaling cue to make recievers aware that they the speaker is about to explain something, share an important idea, or let the audience know where they are in the progression of the speech.

**Presentation Outline (Speaker’s Notes):** Reminds the speaker of the main parts of their speech and the support you will they will use to develop each point

**Types of Linear Formats:**

|  |  |  |
| --- | --- | --- |
| **Format** | **Purpose** | **Useful** **in** |
| Chronological | Explain to audience the order in which events happen; Describe a series of events | Informative Speaking |
| Spatial | Describe the physical arrangement of objects in space | Informative Speaking |
| Cause and Effect | Categorize a topic and relevant materials into those related to the causes and consequences of a problem | Informative and Persuasive Speaking |
| Problem-Solution | Identify a significant problem that needs a resolution and then a solution to alleviate the problem | Persuasive Speaking |
| Topical | To highlight the natural divisions of a topic. To identify the natural clusters or subtopics of a speech | Informative, Persuasive, and Special-Occasion Speeches. |

**3 Types of Configural organization.**

1. Deferred-Thesis Pattern: The main points of a speech gradually build up to the speaker’s thesis which the speaker does not reveal till the end of the speech.
2. Web Pattern: Threads of thought refer to the speaker’s central purpose: Harder to do in Western speeches
3. Narrative Pattern: The speaker tells a story or a series of stories without stating a thesis or developing it with main points.

**Types of Transitions**

|  |  |
| --- | --- |
| **Type** | **Examples** |
| Chronological | After…  At the same time… |
| Contrasting | Although the money…  On the contrary… |
| Causal | As a result…  Because… |
| Complementary | Likewise…  It is just as… |