

Transitions, Signposts, Previews & Reviews

Transitions

Transitions are statements that provide, connection, movement, and flow. They should be used to link ideas and parts of the speech. Transitions should be used between the introduction and body of the speech, between main points, and from the body to the conclusion.

Signposts

Signposts are phrases or words that help the audience follow the speaker through the speech.

Transitions and **signposts** are used like a road map help guide and navigate the audience.

<u>Transitions</u>	<u>Signposts</u>
Now that we have discussed the symptoms of OCPD, let's move on current treatments.	First Second Third In conclusion Next In closing Well First let me begin with Starting with In review To reiterate Lastly
Having laid the foundation of the history of the Louvre, let's examine how the Louvre has built its collection.	

Previews

A preview statement tells the audience what is to come. A preview sentence is used in the introduction of the speech to tell your audience what will be discussed in the body of the speech and gives the audience the best chance of understanding the information as you are speaking. As the name states, it "previews" what is to come.

Sample: "Today I will be discussing the A's, B's and C's of CPR."

Reviews

A review statement is a recap of the speech. A review sentence is used in the conclusion of the speech to tell the audience what they just heard, and gives the audience the best chance of remembering the information after you are done. The main points of the speech should be restated/reviewed. As the name states, it "reviews" what was discussed in the speech.

Sample: "Today we discussed the A's, B's and C's of CPR."

Identifying and Using Transitions

Directions: Watch Steve Jobs' 2005 Stanford University Commencement Address. You can use YouTube to find this speech. After watching Jobs' commencement, please respond to the following questions (you may need to watch the performance more than once):

1. What three TRANSITIONS/SIGNPOSTS did Jobs use in his speech?

1. "The first story is about connecting the dots."
2. "My second story is about love and loss."
3. "My third story is about death."

2. How many personal stories led to Jobs' concluding message? 3

3. In what ways did Jobs preview and summarize these stories to unify his overall message?

Jobs first summarized the story in a few words and after telling the story, he ended with impact with a powerful quote.

K. Carroll

Instructor/Tutor Signature

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Date/Time

Think of transitions as links holding your speech together.

