**Assignment- 08**

**Chapter- 12**

**Organizing your speech :**

A good speech depends on the pre-organization process of the delivered person. To deliver a successful speech a person needs to remember some tips. First I need to know about the audience of the speech. About their culture and their familiarities. According to this I will set my main points so the speech seems interesting to the audience. To construct a thesis statement in the speech I will gather all my main points in a goal and convert it in a sentence. It will help the audience to get an overall idea about the speech. For a well written speech we can form a online. We can divide the speech into three sections. Introduction, body and the summary.

In the introduction part we can give the main idea of my speech, can give a general knowledge about the speech topic. This will help the unfamiliar audience to know about the topic and may be the history as well if it had. By mentioning the main points audiences will get interest more.

In the body we can elaborate our main ideas. It needs to be interesting and we have to work on it more. We have to follow the sequence of the main ideas. To make it interesting we need to include some real life examples and some jokes. This will sometimes change the serious environment as well. I think if any speech turn into a serious discussion people will loose their interest to listening it.

At the end in the summary or conclusion part the speaker can share his or her thought about the topic. He can also ask for someone’s opinion randomly from the audience. This way audience feel more interactive and involved. They will remember the speech as a memory as well.