

Organizing a Speech

Before you watch

A

Discuss the outline for an informational talk with a partner. Decide if the speech is organized or disorganized. If it is disorganized, decide how to reorganize it and explain why you chose that order.

Greenville Recycling Program

- I. Recycling program today
 - A. weekly home pick up
 - B. glass, paper, aluminium
- II. Why Greenville started recycling
 - A. high price of garbage removal
 - B. increase environmental awareness
- III. Early recycling programs – 1990s
 - A. no home pick up
 - B. glass only accepted at recycling center
- IV. How to improve the environmental program in the future
 - A. add electric car charging stations for community use

Video

A

Watch the video. Match the sentence beginnings (1-5) to their endings (a-e).

1. Disorganized speeches...
 2. Chronological speeches...
 3. Topical speeches...
 4. Problem/solution speeches...
 5. The best pattern to use...
 6. If you choose the right pattern to organize your speech,...
- a. ...are organized by categories or types of subjects.
 - b. ...talk about events as they happened in time.
 - c. ...is the most logical fit for your topic and objective.
 - d. ...describe a problem and offer one or two solutions.
 - e. ...are hard to follow.
 - f. ...the rest of the speech will fall in place.

B

Decide if each sentence belongs to a chronological, topical, or problem/solution pattern.

1. I'll be speaking today about the development of computers from the 1950s until today.

2. You may know how difficult it is to change the buying patterns of consumers, but I'll show you what worked for my company. _____
3. The three largest parts of a family's budget are housing, food, and transportation.

4. We need to address the shortage of nurses and enroll more nursing students in affordable programs.

5. Pet products are a billion-dollar industry. I'll compare potential profits for dog and cat care items.

6. Let's examine the life of Mozart and listen to the development of his music, from childhood to adulthood. _____

Digital skills focus

A

Complete the tips for organizing a speech for an online presentation. Choose the correct option.

different layout memorable section slides template title

1. Create _____ for your presentation that fit your organizational pattern. This will help your listeners follow your ideas.
2. Make a _____ slide for the beginning of the presentation.
3. Check the presentation software you are using. Look for _____ options that have different styles of title slides.
4. Make title slides for each new _____ of your presentation to help the audience understand that you are moving to a new idea, a category, or a solution.
5. The section title slides should look _____ from the opening title and the content slides, so they stand out.
6. Add an image to the section-title slide to make the new idea _____.

Language focus

A

Complete the conversation with the words in the box.

angle	category flow logically	chronological logical fit	disorganized pattern	fall in place topical
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Jan: I have to give a speech about the rise in home schooling in recent years. I have so many ideas, I'm afraid it's going to be **1** _____. I'm not really sure how to make the speech **2** _____.

Mike: It's a big topic. What exactly do you want to say?

Jan: I could talk about the development of home schooling, starting with parents teaching their children at the kitchen table and ending with the home school networks and programs we see today.

Mike: If that's your **3** _____, you could use a **4** _____ organization pattern and divide the speech up by years or decades to talk about the development of curriculum and the number of home-schooled children.

Jan: I also thought about discussing the options parents have now for education. You know, public school, private school, home school...

Mike: It sounds like a **5** _____ pattern would fit that sort of speech. You could organize it by the **6** _____ of school.

Jan: Of course, the most interesting thing is why parents choose home schooling. What's going on that leads parents to choose this responsibility?

Mike: That's a **7** _____ for a problem/solution pattern. You could present the reasons parents give for choosing home schooling and examine if home schooling has actually solved those issues.

Jan: See, I have too many ideas!

Mike: Well, you have to pick one of your ideas and then choose the **8** _____ that fits best. Then the rest of the speech will **9** _____.

B

Complete the sentence with the correct form of the word given.

1. It was hard to follow the presentation because the flow of ideas wasn't _____.
(logic)
2. The presenter had _____ explaining the solution to the problem. (difficult)
3. The presenter began with a _____ of the problem. (describe)
4. The presenter offered two possible _____ to the problem. (solve)
5. She decided to use a _____ organization for her speech about Nelson Mandela's life. (chronology)

C

Discuss in pairs or groups. Read the informational speech topics. Decide which pattern of organization fits the topics. Then list three sections for the talk.

- The different categories of UNESCO sites
- The history of ice cream
- How to prepare more efficiently for a language exam

Digital communicative task

A

Brainstorm ways to organize a speech.

- Select a topic for an informational speech.
- Do some research on the topic, if needed, to determine the content you want to include.
- Select an organizational pattern for the talk.
- Write an outline for the talk. Create three sections for your talk using your pattern.
- Rehearse your talk with a classmate or small group.

B

Give your talk and ask your audience for feedback on how well you organized your speech. Record your talk and watch the video. Reflect on the progress you made from your rehearsal to your talk.