

STRUCTURES FOR SPEAKING AND WRITING

Speech

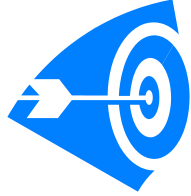
1. Introduction

TELL US what you are going to say.

2. Body

TELL US.

- a. First, . . .
- b. Next, . . .
- c. Finally, . . .



Your listeners remember more when your speech is ORGANIZED.

Also, Americans are often direct in their communication:

“What’s your point? Will you please get to the point?”

Numerical	first, second, third
Chronological	yesterday, today, tomorrow earlier, now, later previously, currently, eventually
Geographical	here, there, over there front to back / top to bottom / left to right
Size	small, medium, large
Expertise	beginner, intermediate, advanced
Importance	most to least important, or vice versa

3. Conclusion

TELL US what you told us.

In conclusion, . . .

To summarize, . . .

Evaluation

“Make the sandwich!”

1. TELL US what you liked. (*bread*)
2. TELL US what could be improved. (*beef*)
3. TELL US again what you liked. (*bread*)

Outline

(for expanding points)

- I.
 - A.
 - 1.
 - 2.
 - B.
 - 1.
 - a)
 - b)
 - 2.
 - a)
 - b)
- (1)
- (2)
 - (a)
 - (b)
 - i)
 - ii)
- II.
 - A.
 - B.
- III.
 - A.
 - B.