

## 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, . . .

#### 3. Conclusion

TELL US what you told us.

*In conclusion, . . .*  
*To summarize, . . .*

### EVALUATION

*"Make the sandwich!"*

- 1. TELL US what you liked. (*introduction*)
- 2. TELL US what could be improved. (*points*)
- 3. TELL US again what you liked. (*summary*)

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?"*

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

### OUTLINE (for expanding points)

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