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A **thesis statement** reflects the focus of your speech and tells the audience what to expect. Before creating an outline, you should have a thesis statement developed that will help guide the body of your speech. For more information on thesis statements, [click here](#) to see our resource titled **Creating Effective Thesis Statements**.

A **transition statement** is merely a statement at the end of your intro that shows movement or continuation onto the transition statement by providing a glimpse of what you will be talking about next.

The body of your speech is where you will present all of your main points and their relevant supporting materials. The information should be clearly, creatively, and strategically organized to help the audience follow along with your speech. The body should have **unity**, **coherence**, and **organization**.

Here are a few tips for developing the body of your speech:

Depending on the guidelines given to you by your professor, your speech should have 2-5 **main points**. There are five different ways to organize your main points: chronological, spatial, causal, problem-solution, or topical.

Chronological When the main points follow a time pattern.

Spatial When the main points follow a directional pattern. Examples of this may include cities along a highway, or going up the floors of a building one by one.

Causal When the main points show a cause-effect relationship.

Problem-solution The first main point(s) deals with a problem, while the second/third discuss a **solution**.



should be used between each main point in your speech. These allow you to give a small recap of what you previously talked about, then introduces where you will be going next with your speech. The purpose of transitions is to help your audience remember your material, as well as provide them with a point of reference that you will be moving on to the next main idea. For more information on transitions, [click here](#).

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This will be the final portion of your speech outline. Your conclusion should consist of a _____ of the material you covered, _____, and a _____. Typically conclusions are written out word for word, much like the conclusion of an essay.

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_____ This resource includes a link to a full speech outline.

_____ This resource includes a few links to different templates and examples of speech outlines.

_____ Students can make individual appointments and receive practical suggestions on their presentations.

: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library or call 815-836-5427.