

# Organizing Your Speech

## I. Attention getter

30 seconds to 1 minute in length

Use a true story, a personal story, a quote, a fable, an analogy, etc.

## II. Link to the topic area

How does your attention getter relate to the topic area?

Set up your topic area.

## III. Justification of the topic

Why is this topic important to the audience?

Use a current source or a famous quote to validate the topic's importance.

## IV. Topic question

State it exactly as it appears on the topic slip.

## V. Answer the topic (this step applies to a persuasive speech)

Let the audience know what side you are taking on the question.

## VI. Preview your points

Give a brief statement of what your points will be.

Be brief and give your audience something to remember.

Use parallel structure if possible.

## VII. Body of speech

Give details on each point in the order you set in the preview.

Use one or two sources to support each point.

At the end of each point, use internal summaries that will wrap up that point and lead to the next point.

## VIII. Review your points

Briefly re-state the three points of your speech.

Show how you have answered your topic question.

## IX. Conclusion

Link back to your attention getter.

Know what you are going to say for your final statement.

This is the last thing you will give to the judge so make it strong.

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Persuasive and Informative

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