

T.I.P.S.

The Speaking Center Presents: Techniques to Improve Public Speaking

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Convenient and simple techniques or suggestions to help improve in a variety of public speaking areas

Transitions & Signposts



Have you ever been on a road trip and watched the green rectangular mile signs pass you by? Fifty miles to go. Twenty-five miles to go. Transitions are very important because they help an audience stay on top of the information that is being presented to them. In addition to major transitions between the main points of a speech, speakers can utilize internal previews, internal summaries, and signposts to help focus audience members on the information contained within a speech.

Transitions

- What is a transition? A phrase or sentence that indicates that a speaker is moving **from one main point to another main point** in a speech.
 - Examples: “first, second, third...”
“in the first place, pursuing this further, finally...”

Internal Preview

- What is an internal preview? A phrase or sentence that gives an audience an idea of **what is to come within a section** of a speech.
 - Examples: “To help us further understand...”
“**Now that we’ve explored** the effect...”

Internal Summary

- What is an internal summary? It is delivered to **remind an audience** of what they just heard within the speech. It is important to include an appropriate transition before the internal summary.
 - Examples: “**To sum up**, school bullying is a definite problem.”
“**In this section**, we have explored bullying in schools...”

Signposts

- What is a signpost? A guide a speaker gives her or his audience to help the audience keep up with the content of a speech. In essence, we use these **short phrases at the beginning** of a piece of information to help our audience members keep up with what we’re discussing.
 - Examples: “basically”, “similarly”, “as well”, “to be sure”, “additionally”, “lastly”

Reference: University of Minnesota. *10.3 Keeping your speech moving*.

https://open.lib.umn.edu/publicspeaking/chapter/10-2-keeping-your-speech-moving/#wrench_1.0-ch10_s03_s01_t01