

# T.I.P.S.

The Speaking Center Presents:

## Techniques to Improve Public Speaking

To schedule an appointment visit: <https://www.csusb.edu/speaking-center-jhbc>

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

### Organizing the Body of Your Speech

#### 3 basic parts to a speech

- Introduction
- **Body**
- Conclusion

The body of your speech should include 2-5 main points (MP), 3 *main points* being the standard

#### Main points should be prepared by:

- Keeping each MP separate and distinct
- Keeping similar word patterns for each MP  
Ex: MP1 - Karate gives you mental discipline  
MP 2 - Karate increases your physical strength  
MP 3 - Karate teaches you self-defense
- Balance the time devoted to each MP during your speech

#### Use connectives to connect ideas in the speech

- **Transitions:** Shows when moving from one idea to the next
- **Internal Previews:** A more detailed type of transition
- **Internal Summaries:** Used to sum up a complicated portion of the speech
- **Signposts:** Brief statements indicating exactly where you are in the speech, often in numerical form  
Ex: The first cause is...  
The second cause is...

#### The 5 most common MP organizational patterns:

1. **Chronological Order:** When a time or sequence is described  
Ex: My 4 years in HighSchool, How to write an email
2. **Spatial Order:** When directional order is needed  
Ex: CSUSB campus layout, layout of your house
3. **Causal Order:** When you need to show a cause-effect relationship  
Ex: Smoking leads to serious health problems
4. **Problem-Solution Order:** Divided into two main points...
  - a. MP 1 - Shows the problem exists
  - b. MP 2 - Shows the solution to the problemEx: Public speaking is a challenge for many people, the speaking center can help build the skills needed!
5. **Topical Order:** When your ordering only needs to be logical  
Ex: My favorite foods to eat, Martin Luther King, Jr's life

Reference: Lucas, S. (2015). The art of public speaking (Twelfth edition.). McGraw-Hill Education