Overview

The following slides include components of a speech.

- **Introduction**
  - attention getter, relevance, credibility, thesis statement, and preview statement

- **Body**
  - main points and transitions

- **Conclusion**
  - signal, reemphasize thesis statement, summarize main points, and relate conclusion back to the introduction
Introduction Components

- **Attention getter**
  - A catchy introduction to your speech that gives the audience a reason to listen to your presentation.

- **Various methods**
  - Ask a direct or rhetorical question
  - Quote
  - Story
  - Hypothetical Scenario
  - Startling statement

Introduction Components Continued...

- **State the relevance of the topic**
  - Establish why this topic should be of importance to your audience.
  - If you can show how it directly affects them, they will listen!

- **Establish your credibility (Not always necessary)**
  - Let the audience know if you have experience on/with the subject matter.
  - *I have gained knowledge on the fundamentals of shooting a basketball through 10-years of experience and currently hold VA’s Single A three-point record.*
Introduction Components Continued...

- **Preview statement**
  - This statement tells the audience what you will discuss throughout the presentation.

  *Good example: Today I will focus on the proper form of shooting a basketball: balance, elbows, eyes, and follow through.*

  *Bad example: Today I will talk about basketball.*

Introduction Components Continued...

- **Thesis Statement**
  - Be audience centered
    - Your audience should know the topic, purpose, and that it is of interest to them.
  - Reflect a single topic
    - If multiple topics are given, it can be confusing to the audience.
    - Give them one area to focus on!

  *Good example: By the end of my presentation, you will have the knowledge to knock down hoops with ease.*

  *Fair example: Today I will discuss basketball.*
Introduction Example

Let’s imagine, your team is down by 1-point, there is no time on the clock, you have two free throw shots...will you win the game or cause your team to lose? (Attention getter)

We have all been in situations were you must perform to the best of your ability. (Relevance)

I have gained knowledge on the fundamentals of shooting a basketball through 10-years experience and currently hold VA’s Single A three-point record. (Credibility)

By the end of my presentation, you will have the knowledge to knock down hoops with ease. (Thesis Statement)

Today I will focus on the proper form of shooting a basketball: balance, elbows, eyes, and follow through. (Preview)

Body Components

- **Main points**
  - The main points are what you want your audience to remember at the end of your presentation.

- **Guidelines**
  - You should discuss 2-5 main points throughout your presentation.
  - You should discuss each main point in detail.
  - You should balance your time between each.
Body Components Continued...

- **Transition statements**
  - Signal to the audience when one main point ends and the next point begins.
  - Wrap-up point being discussed and introduce the next point.

  *Good example: Now that we have discussed balance (the foundation of your shot), let’s turn our attention to the elbow.*

  *Bad example: Next we will discuss the elbow.*

  *Bad example: The second main point is the elbow.*

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Body Example

- **Main Point 1**
  - First, we will focus on the foundation of your shot known as balance.
    - 1. Legs should be shoulder width apart.
      - Right leg slight in front of body.
      - Knees slightly bent.
      - Butt should stick out to provide balance.

- **Transition**
  - Now that we have discussed balance (the foundation of your shot), let’s turn our attention to the elbow.
Conclusion Components

- **Signal your presentation is ending.**
  - In conclusion...
  - One last thought...
  - Let’s summarize what we have learned...
  - In summary...
- **Reemphasize your thesis statement.**
- **Summarize your main points.**
- **Relate the conclusion back to the introduction.**

Conclusion Example

<table>
<thead>
<tr>
<th>Good Example</th>
<th>Bad Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Let us think back to the components of form we discussed today: balance, elbow, eyes, and follow through. (Signal/Review Main Points) With this knowledge you should be able to knock down hoops with ease. (Reemphasize thesis) Now you are back at the free throw line, you hit both free throw shots, you win the game, and the crowd goes wild. (Relate to introduction)</td>
<td>Today we discussed basketball. Well that’s it. Today we discussed balance, elbows, eyes, and follow through. Today we discussed the proper form of shooting a basketball. Now you can improve your shot.</td>
</tr>
</tbody>
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