



HELPFUL HINTS: ORGANIZING YOUR THOUGHTS

START WITH A GENERAL PURPOSE (i.e.; TO PERSUADE, TO INFORM)

1. Select a topic that is familiar to you or something you'd like to research, as well as appropriate for your audience and the time allotted.
2. Decide on the specific purpose or goal of your presentation.
3. Decide on which main points, or ideas, you must communicate to your audience in order to achieve your specific purpose or goal.
4. Assemble all of the material you already know that can be used to support or illustrate each of your main points.
5. Gather additional supporting materials, not already on hand, that support your main points.
6. Assemble the materials into an outline or some structured format.
7. Rehearse out loud (preferably in front of others; typically 2-3 times) from your notes to see, initially, if you have the appropriate amount of material given the time constraints.
8. Evaluate if you have quality materials to support your speech goal, and add or delete based on that evaluation.