

# Educational: Organization



## Educational Details

**Time:** 5 minutes

**Meant for session #:** 5

## Content

Knowing how to write a speech (or anything) so it has a clear opening, body, and conclusion is very important. Every speech should have 3 parts:

1. **Opening**

Here you will introduce the audience to your speech topic, and outline what you will talk about. Leave the actual content for your body – just give them a sense of what you’ll be presenting later! (Eg, in a speech about your hobby, you may say “Not everyone knows how to play an instrument, but I do. Playing an instrument is good for you because it lets you express yourself, develops a physical skill, and keeps your mind sharp”.)

2. **Body**

The main points and content of your speech are here. After you’ve introduced your topic, tell your audience all about the 3 points of your speech. (Eg. “My piano lets me express myself, like the time I... It also develops the strength of my fingers, and my ability to... Lastly, it keeps my mind sharp by making me...”)

3. **Conclusion**

Here you summarize your speech. You may restate the main points of your speech, but try to tie them together one last time as well. (Eg. I love playing piano because it lets me express myself, keeps my fingers strong, and keeps me sharp! If you are looking for a new hobby I would highly recommend taking up an instrument.”)

If your speeches have clear parts it will help keep you focused, and your audience interested. Your message will also be more clear and there’s a higher chance your audience will be able to understand and follow it.

## Activity Ideas

### Organize It:

Break the students into groups of 3-5 people. Ask them to pick a topic and then work as a group to come up with 3 main points, and an opening and conclusion. Topic ideas:

Science Class    Best Video Game    Best Vacation Destination    Most Useful Cellphone Feature

### Candy Analogy:

Bring in candies with wrappers to show how the speech should have an opening (wrapper), with a middle (candy), and a conclusion (wrapper). Then give each participant a candy to untwist as a reminder of what they just learned!