Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**What is the Introduction?**

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Go to chapter 9 of your Speech textbook. Examine what the introduction must include. Answer the following questions.

1. Define the following “attention getters”:
   1. Asking Questions …
   2. Making References …
   3. Making a Startling Statement …
   4. Giving a Quotation …
   5. Telling a Story …
2. What is the “link”?
3. What is the thesis “statement”?
4. What is the “preview statement”?
5. Complete #1 in the “Taking Charge” part of the Section 1 Review on page 215. Follow the directions and write an introduction for your friend. This will be a mini speech you will give to the class.

**What is the Conclusion?**



Go to chapter 9 of your Speech textbook. Examine what the conclusion must include. Answer the following questions.

1. What is the summary? What should it include?
2. What is the final clincher or final impression?
3. Complete #1 in the “Taking Charge” part of the Section 3 Review on page 228. Follow the directions but write just a conclusion for an imaginary speech. This will be a mini speech you will give to the class.

**What is the Body?**



Go to chapter 9 of your Speech textbook. Examine what the body must include. Answer the following questions.

1. What is the body of your speech?
2. What is an outline?
3. What is the purpose statement?
4. What are the main headings?
5. What are the supporting materials?
6. What are the details?
7. Define each of the ways you can organize your speech and give an example of what the outline might look like:
   1. Chronological
   2. Climactic
   3. Spatial
   4. Cause-effect
   5. Problem-solution
8. Complete #1 in the “Taking Charge” part of the Section 2 Review on page 225. Write your “outlines” below.