

CONCLUSION IN SPEECH OUTLINE

THE ART OF CRAFTING A POWERFUL CONCLUSION IS A CORNERSTONE OF EFFECTIVE PUBLIC SPEAKING, TRANSFORMING A MERE PRESENTATION INTO A MEMORABLE AND IMPACTFUL EXPERIENCE. A STRONG CONCLUSION IN SPEECH OUTLINE ACTS AS THE FINAL HANDSHAKE, LEAVING A LASTING IMPRESSION ON YOUR AUDIENCE. THIS COMPREHENSIVE GUIDE WILL DELVE INTO THE ESSENTIAL COMPONENTS OF A COMPELLING SPEECH CONCLUSION, EXPLORING STRATEGIES FOR SUMMARIZING KEY POINTS, REINFORCING YOUR MESSAGE, AND INSPIRING ACTION. WE WILL NAVIGATE THROUGH THE NUANCES OF EFFECTIVE CONCLUDING REMARKS, COVERING EVERYTHING FROM THE CRUCIAL ELEMENTS TO THE COMMON PITFALLS TO AVOID, ENSURING YOUR SPEECHES ALWAYS END WITH A BANG. UNDERSTANDING HOW TO EFFECTIVELY CONCLUDE YOUR REMARKS IS AS VITAL AS THE INTRODUCTORY HOOK OR THE BODY OF YOUR SPEECH ITSELF.

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THE PURPOSE OF A POWERFUL SPEECH CONCLUSION

WHY DO WE EVEN BOTHER WITH A GRAND FINALE IN OUR SPEECHES? IT'S MORE THAN JUST SAYING "THANK YOU" AND WALKING OFF STAGE. A WELL-EXECUTED CONCLUSION IN YOUR SPEECH OUTLINE SERVES MULTIPLE CRITICAL FUNCTIONS. FIRST AND FOREMOST, IT'S YOUR LAST CHANCE TO CEMENT YOUR MESSAGE IN THE MINDS OF YOUR LISTENERS. THINK OF IT AS THE FINAL POLISH ON A MASTERPIECE; IT ENSURES EVERYTHING YOU'VE SAID RESONATES AND STICKS. WITHOUT A STRONG ENDING, EVEN THE MOST BRILLIANT SPEECH CAN FALL FLAT, LEAVING YOUR AUDIENCE FEELING UNFULFILLED OR CONFUSED ABOUT WHAT THEY JUST HEARD.

FURTHERMORE, A COMPELLING CONCLUSION AIMS TO REINFORCE THE CORE THESIS OF YOUR PRESENTATION. IT'S WHERE YOU TIE ALL THE THREADS TOGETHER, REMINDING THE AUDIENCE OF THE MAIN TAKEAWAY AND THE SIGNIFICANCE OF THE INFORMATION YOU'VE SHARED. THIS IS ALSO YOUR PRIME OPPORTUNITY TO CALL YOUR AUDIENCE TO ACTION, IF THAT'S YOUR OBJECTIVE. WHETHER YOU WANT THEM TO ADOPT A NEW BELIEF, CHANGE A BEHAVIOR, OR SIMPLY THINK DIFFERENTLY ABOUT A TOPIC, THE CONCLUSION IS THE POWERFUL NUDGE THAT CAN INITIATE THAT CHANGE. IT'S THE ENGINE THAT DRIVES THE DESIRED OUTCOME OF YOUR SPEECH.

ESSENTIAL ELEMENTS OF A STRONG SPEECH CONCLUSION

SO, WHAT EXACTLY MAKES A SPEECH CONCLUSION TRULY SHINE? IT'S NOT JUST ONE THING, BUT A COMBINATION OF CAREFULLY CONSIDERED ELEMENTS THAT WORK IN HARMONY. AT ITS HEART, A STRONG CONCLUSION MUST BE CLEAR AND CONCISE. NO ONE WANTS TO HEAR RAMBLING AT THE END; IT DILUTES THE IMPACT. YOU NEED TO SIGNAL THAT YOU'RE WRAPPING UP, PROVIDING A SENSE OF CLOSURE WITHOUT ABRUPTLY CUTTING OFF YOUR TRAIN OF THOUGHT. THIS OFTEN INVOLVES A TRANSITIONAL PHRASE THAT CLEARLY INDICATES THE SPEECH IS COMING TO AN END.

SUMMARIZING KEY POINTS

ONE OF THE MOST FUNDAMENTAL ASPECTS OF A GOOD CONCLUSION IS A BRIEF RECAP OF YOUR MAIN ARGUMENTS OR KEY TAKEAWAYS. YOU'VE SPENT TIME DEVELOPING THESE POINTS IN THE BODY OF YOUR SPEECH, AND A QUICK REMINDER HELPS SOLIDIFY THEM. THINK OF THIS AS HIGHLIGHTING THE MOST IMPORTANT SIGNPOSTS ON THE JOURNEY YOUR AUDIENCE JUST TOOK WITH YOU. IT'S NOT ABOUT REPEATING EVERYTHING, BUT RATHER TOUCHING UPON THE CORE IDEAS THAT FORMED THE BACKBONE OF YOUR PRESENTATION. THIS REITERATION ENSURES THAT EVEN IF A LISTENER MISSED A DETAIL OR TWO, THEY

GRASP THE OVERARCHING MESSAGE.

REINFORCING THE CENTRAL MESSAGE

BEYOND JUST SUMMARIZING, YOUR CONCLUSION NEEDS TO POWERFULLY REINFORCE THE CENTRAL MESSAGE OR THESIS OF YOUR SPEECH. THIS IS WHERE YOU REITERATE THE 'WHY' BEHIND YOUR PRESENTATION. WHY SHOULD YOUR AUDIENCE CARE ABOUT WHAT YOU'VE SAID? WHAT IS THE ULTIMATE SIGNIFICANCE? THIS REINFORCEMENT OFTEN INVOLVES REPHRASING YOUR THESIS STATEMENT IN A NEW AND IMPACTFUL WAY, CONNECTING IT BACK TO THE AUDIENCE'S LIVES OR THE BROADER CONTEXT OF THE TOPIC. IT'S ABOUT MAKING SURE THE CENTRAL IDEA, THE VERY HEART OF YOUR SPEECH, BEATS STRONGLY IN THEIR MINDS LONG AFTER YOU'VE FINISHED SPEAKING.

CALL TO ACTION (IF APPLICABLE)

NOT EVERY SPEECH REQUIRES A DIRECT CALL TO ACTION, BUT FOR THOSE THAT DO, THE CONCLUSION IS THE PERFECT PLACE TO DELIVER IT. THIS IS YOUR OPPORTUNITY TO TELL YOUR AUDIENCE WHAT YOU WANT THEM TO DO NEXT. BE SPECIFIC, BE CLEAR, AND MAKE IT ACHIEVABLE. A VAGUE CALL TO ACTION IS OFTEN IGNORED. INSTEAD, AIM FOR SOMETHING CONCRETE THAT YOUR LISTENERS CAN READILY IMPLEMENT. THIS COULD BE ANYTHING FROM SIGNING A PETITION TO ADOPTING A NEW HABIT, OR SIMPLY TO REFLECT ON A PARTICULAR IDEA. THE CALL TO ACTION TRANSFORMS PASSIVE LISTENERS INTO ACTIVE PARTICIPANTS.

MEMORABLE CLOSING STATEMENT

FINALLY, A TRULY EFFECTIVE CONCLUSION ENDS WITH A MEMORABLE CLOSING STATEMENT. THIS COULD BE A POWERFUL QUOTE, A STRIKING STATISTIC, A COMPELLING ANECDOTE, OR A THOUGHT-PROVOKING QUESTION. THE GOAL IS TO LEAVE A LASTING IMPACT, SOMETHING THAT RESONATES WITH YOUR AUDIENCE AND MAKES THEM THINK OR FEEL. THIS STATEMENT SHOULD ECHO THE OVERALL TONE AND PURPOSE OF YOUR SPEECH AND PROVIDE A SENSE OF FINALITY THAT IS BOTH SATISFYING AND INSPIRING. IT'S THE LINGERING NOTE THAT CONTINUES TO PLAY AFTER THE MUSIC HAS STOPPED.

TYPES OF EFFECTIVE SPEECH CONCLUSIONS

JUST AS THERE ARE VARIOUS WAYS TO BUILD THE BODY OF A SPEECH, THERE ARE ALSO DIFFERENT STYLES AND APPROACHES TO CRAFTING A CONCLUSION. CHOOSING THE RIGHT TYPE OF CONCLUSION CAN SIGNIFICANTLY ENHANCE ITS IMPACT AND TAILOR IT TO YOUR SPECIFIC AUDIENCE AND MESSAGE. CONSIDER WHICH OF THESE MIGHT BEST SERVE YOUR PURPOSE.

THE SUMMARY CONCLUSION

THIS IS PERHAPS THE MOST STRAIGHTFORWARD TYPE, WHERE YOU BRIEFLY REITERATE THE MAIN POINTS DISCUSSED. IT'S ESPECIALLY USEFUL FOR INFORMATIVE SPEECHES OR THOSE WITH COMPLEX ARGUMENTS. THE FOCUS HERE IS ON CLARITY AND ENSURING THE AUDIENCE HAS ABSORBED THE ESSENTIAL INFORMATION. IT'S LIKE A HELPFUL SIGNPOST AT THE END OF A LONG ROAD, REMINDING YOU OF THE IMPORTANT LANDMARKS YOU'VE PASSED.

THE CALL TO ACTION CONCLUSION

AS THE NAME SUGGESTS, THIS TYPE IS DESIGNED TO PROMPT THE AUDIENCE TO TAKE A SPECIFIC ACTION. IT'S COMMON IN PERSUASIVE SPEECHES, MOTIVATIONAL TALKS, AND ADVOCACY PRESENTATIONS. THE AIM IS TO MOVE BEYOND UNDERSTANDING TO ENGAGEMENT AND IMPLEMENTATION, EMPOWERING THE AUDIENCE TO MAKE A DIFFERENCE. THIS CONCLUSION AIMS TO IGNITE A

SPARK OF INITIATIVE.

THE EMOTIONAL APPEAL CONCLUSION

THIS APPROACH AIMS TO CONNECT WITH THE AUDIENCE ON AN EMOTIONAL LEVEL. IT MIGHT INVOLVE A POIGNANT STORY, A HEARTFELT PLEA, OR A POWERFUL ILLUSTRATION OF THE HUMAN ELEMENT OF YOUR TOPIC. THE GOAL IS TO EVOKE A STRONG EMOTIONAL RESPONSE THAT REINFORCES THE MESSAGE AND ENCOURAGES EMPATHY OR PASSION. IT'S ABOUT TOUCHING THE HEART TO MAKE THE MESSAGE STICK.

THE FUTURE-ORIENTED CONCLUSION

HERE, YOU LOOK AHEAD, PAINTING A PICTURE OF WHAT THE FUTURE MIGHT HOLD BASED ON THE INFORMATION PRESENTED OR THE ACTIONS TAKEN. THIS CAN BE PARTICULARLY INSPIRING AND MOTIVATING, OFFERING A VISION OF A BETTER OUTCOME OR A WARNING OF POTENTIAL CONSEQUENCES. IT ENCOURAGES THE AUDIENCE TO CONSIDER THE LONG-TERM IMPLICATIONS OF THEIR CHOICES AND BELIEFS.

THE ANECDOTAL CONCLUSION

THIS INVOLVES SHARING A BRIEF, RELEVANT STORY THAT ENCAPSULATES THE ESSENCE OF YOUR SPEECH. A GOOD ANECDOTE CAN BE HIGHLY MEMORABLE AND PROVIDE A RELATABLE HUMAN CONNECTION TO YOUR TOPIC, MAKING IT MORE ACCESSIBLE AND IMPACTFUL. IT OFTEN LEAVES THE AUDIENCE WITH A POWERFUL IMAGE OR FEELING.

CRAFTING YOUR CONCLUSION IN THE SPEECH OUTLINE

INTEGRATING THE CONCLUSION EFFECTIVELY INTO YOUR SPEECH OUTLINE IS JUST AS IMPORTANT AS PLANNING THE INTRODUCTION AND THE BODY. IT SHOULDN'T BE AN AFTERTHOUGHT; IT NEEDS DEDICATED SPACE AND CAREFUL CONSIDERATION FROM THE VERY BEGINNING OF YOUR PREPARATION PROCESS. THINK OF YOUR OUTLINE AS THE BLUEPRINT FOR YOUR ENTIRE SPEECH, AND THE CONCLUSION IS A VITAL PART OF THAT DESIGN.

ALLOCATE DEDICATED SPACE

WHEN YOU START DRAFTING YOUR OUTLINE, MAKE SURE TO CREATE A SPECIFIC SECTION FOR YOUR CONCLUSION. THIS SIGNALS ITS IMPORTANCE AND ENCOURAGES YOU TO THINK ABOUT IT DELIBERATELY RATHER THAN RUSHING IT AT THE LAST MINUTE. EVEN IF IT'S JUST A PLACEHOLDER LIKE "CONCLUSION: RECAP & CALL TO ACTION," HAVING IT THERE FROM THE START IS CRUCIAL. THIS DEDICATED SPACE ALLOWS YOU TO BRAINSTORM AND REFINE YOUR CLOSING REMARKS ALONGSIDE YOUR OTHER SPEECH COMPONENTS.

OUTLINE KEY TALKING POINTS

WITHIN YOUR CONCLUSION SECTION OF THE OUTLINE, JOT DOWN THE MAIN POINTS YOU WANT TO COVER. THIS MIGHT INCLUDE:

- TRANSITION TO CONCLUSION
- BRIEF SUMMARY OF MAIN POINT 1

- BRIEF SUMMARY OF MAIN POINT 2
- BRIEF SUMMARY OF MAIN POINT 3 (AND SO ON)
- RESTATEMENT OF THESIS/CENTRAL MESSAGE
- CALL TO ACTION (IF APPLICABLE)
- MEMORABLE CLOSING STATEMENT/FINAL THOUGHT

THIS STRUCTURED APPROACH ENSURES THAT YOU DON'T MISS ANY CRITICAL ELEMENTS AND THAT YOUR CONCLUSION FLOWS LOGICALLY. IT PROVIDES A ROADMAP FOR YOUR FINAL REMARKS, ENSURING ALL NECESSARY COMPONENTS ARE ADDRESSED.

DRAFTING SPECIFIC PHRASING

FOR CRUCIAL PARTS OF YOUR CONCLUSION, ESPECIALLY THE OPENING TRANSITION AND THE FINAL CLOSING STATEMENT, IT'S OFTEN BENEFICIAL TO DRAFT THE EXACT PHRASING IN YOUR OUTLINE. THIS ENSURES YOU CAPTURE THE PRECISE TONE AND IMPACT YOU DESIRE. YOU MIGHT NOT WRITE OUT THE ENTIRE CONCLUSION WORD-FOR-WORD, BUT HAVING KEY SENTENCES OR PHRASES SOLIDIFIED IN YOUR OUTLINE CAN BE A GAME-CHANGER FOR DELIVERY. THIS ALLOWS YOU TO PRACTICE THOSE SPECIFIC LINES FOR MAXIMUM EFFECT.

COMMON MISTAKES TO AVOID IN YOUR SPEECH CONCLUSION

EVEN WITH THE BEST INTENTIONS, SPEAKERS CAN FALL INTO COMMON TRAPS WHEN CONCLUDING THEIR SPEECHES, UNDERMINING ALL THEIR HARD WORK. RECOGNIZING THESE PITFALLS BEFOREHAND CAN SAVE YOUR SPEECH FROM AN ANTICLIMACTIC END. THE GOAL IS TO LEAVE YOUR AUDIENCE FEELING UPLIFTED AND ENLIGHTENED, NOT CONFUSED OR DISAPPOINTED.

INTRODUCING NEW INFORMATION

ONE OF THE BIGGEST MISTAKES IS BRINGING UP NEW IDEAS OR INFORMATION IN THE CONCLUSION. THE AUDIENCE IS READY TO WRAP UP; THEY AREN'T IN A LEARNING MODE ANYMORE. INTRODUCING SOMETHING NOVEL CAN BE JARRING AND MAKE YOUR SPEECH FEEL UNFINISHED. YOUR CONCLUSION SHOULD SYNTHESIZE, NOT ADD NEW CHAPTERS. STICK TO REINFORCING WHAT YOU'VE ALREADY PRESENTED; THAT'S ITS CORE PURPOSE.

APOLOGIZING OR UNDERMINING YOURSELF

PHRASES LIKE "I'M NOT SURE IF I COVERED EVERYTHING" OR "I HOPE THAT MADE SENSE" SIGNAL A LACK OF CONFIDENCE AND WEAKEN YOUR CREDIBILITY. YOU'VE PREPARED AND DELIVERED A SPEECH; TRUST IN YOUR CONTENT. A STRONG CONCLUSION SHOULD PROJECT CONFIDENCE AND AUTHORITY, NOT DOUBT. OWN YOUR MESSAGE AND DELIVER IT WITH CONVICTION TO THE VERY LAST WORD.

ENDING ABRUPTLY

CUTTING OFF YOUR SPEECH WITHOUT A CLEAR SIGNAL THAT YOU ARE CONCLUDING CAN LEAVE THE AUDIENCE FEELING DISORIENTED. THEY MIGHT WONDER IF YOU'RE FINISHED OR IF THERE'S MORE TO COME. ALWAYS USE A TRANSITIONAL PHRASE TO INDICATE YOU'RE MOVING INTO YOUR CLOSING REMARKS, SUCH AS "IN CONCLUSION," "TO SUM UP," OR "THEREFORE, LET ME

LEAVE YOU WITH THIS THOUGHT.” THIS PROVIDES A SMOOTH TRANSITION AND MANAGES AUDIENCE EXPECTATIONS.

BEING TOO LONG OR TOO SHORT

A CONCLUSION THAT DRAGS ON TOO LONG CAN BECOME TEDIOUS, LOSING ITS IMPACT. CONVERSELY, A CONCLUSION THAT IS TOO BRIEF MIGHT NOT PROVIDE ADEQUATE CLOSURE OR REINFORCEMENT. AIM FOR A CONCLUSION THAT IS PROPORTIONATE TO THE LENGTH OF YOUR SPEECH – TYPICALLY AROUND 5-10% OF THE TOTAL SPEAKING TIME. IT NEEDS TO BE SUBSTANTIAL ENOUGH TO BE EFFECTIVE BUT CONCISE ENOUGH TO MAINTAIN ENGAGEMENT.

FAILING TO CONNECT BACK TO THE INTRODUCTION

A TRULY MASTERFUL CONCLUSION OFTEN CIRCLES BACK TO THE INTRODUCTION, PERHAPS BY REFERENCING THE OPENING ANECDOTE, QUESTION, OR STATEMENT. THIS CREATES A SENSE OF COMPLETENESS AND REINFORCES THE OVERALL STRUCTURE OF YOUR SPEECH, SHOWING HOW FAR THE AUDIENCE HAS COME. IT TIES THE BEGINNING AND THE END TOGETHER, PROVIDING A SATISFYING NARRATIVE ARC.

PRACTICING YOUR CONCLUSION FOR MAXIMUM IMPACT

THE BEST-WRITTEN CONCLUSION CAN FALL FLAT IF IT'S NOT DELIVERED EFFECTIVELY. PRACTICE IS THE BRIDGE BETWEEN A WELL-CRAFTED PLAN AND A POWERFUL PERFORMANCE. YOUR CONCLUDING REMARKS ARE YOUR FINAL CHANCE TO SHINE, SO DEDICATE AMPLE TIME TO REHEARSING THEM.

START BY PRACTICING THE CONCLUSION INDEPENDENTLY. READ IT ALOUD, FOCUSING ON YOUR TONE, PACE, AND EMPHASIS. ENSURE YOU CAN DELIVER IT SMOOTHLY WITHOUT RELYING HEAVILY ON YOUR NOTES. ONCE YOU FEEL COMFORTABLE WITH THE CONTENT, INTEGRATE IT INTO YOUR FULL SPEECH PRACTICE SESSIONS. PAY ATTENTION TO THE TRANSITION FROM YOUR LAST MAIN POINT INTO YOUR CONCLUSION. THIS TRANSITION NEEDS TO BE SEAMLESS.

CONSIDER RECORDING YOURSELF PRACTICING. WATCHING OR LISTENING BACK CAN REVEAL AREAS FOR IMPROVEMENT, SUCH AS PACING ISSUES, VOCAL MONOTONY, OR UNCLEAR PHRASING. ARE YOU CONVEYING THE INTENDED EMOTION? IS YOUR CALL TO ACTION CLEAR AND COMPELLING? USE THIS FEEDBACK TO REFINE YOUR DELIVERY. THE MORE YOU PRACTICE, THE MORE NATURAL AND IMPACTFUL YOUR CONCLUSION WILL BECOME, LEAVING YOUR AUDIENCE WITH A POWERFUL AND LASTING IMPRESSION OF YOUR MESSAGE AND YOUR SPEAKING PROWESS.

ULTIMATELY, MASTERING THE CONCLUSION OF YOUR SPEECH IS ABOUT LEAVING A LEGACY OF UNDERSTANDING AND INSPIRATION. IT'S THE FINAL ECHO OF YOUR VOICE, DESIGNED TO RESONATE AND INSPIRE LONG AFTER THE APPLAUSE HAS FADED.

FAQ

Q: WHAT IS THE MOST CRUCIAL ELEMENT OF A CONCLUSION IN A SPEECH OUTLINE?

A: WHILE SEVERAL ELEMENTS ARE VITAL, THE MOST CRUCIAL IS REINFORCING THE CENTRAL MESSAGE OR THESIS OF YOUR SPEECH. THIS ENSURES YOUR AUDIENCE REMEMBERS THE CORE TAKEAWAY AND THE PURPOSE OF YOUR PRESENTATION.

Q: HOW LONG SHOULD A CONCLUSION BE IN RELATION TO THE OVERALL SPEECH

LENGTH?

A: GENERALLY, A CONCLUSION SHOULD COMPRISE ABOUT 5-10% OF THE TOTAL SPEECH LENGTH. IT NEEDS TO BE SUBSTANTIAL ENOUGH TO EFFECTIVELY WRAP UP YOUR IDEAS BUT CONCISE ENOUGH TO MAINTAIN AUDIENCE ENGAGEMENT.

Q: IS IT ALWAYS NECESSARY TO INCLUDE A CALL TO ACTION IN A SPEECH CONCLUSION?

A: NO, NOT EVERY SPEECH REQUIRES A CALL TO ACTION. IT DEPENDS ON THE PURPOSE OF YOUR SPEECH. INFORMATIVE SPEECHES MIGHT FOCUS ON SUMMARIZING AND REINFORCING KNOWLEDGE, WHILE PERSUASIVE SPEECHES OFTEN BENEFIT FROM A CLEAR CALL TO ACTION.

Q: WHAT ARE SOME EFFECTIVE TRANSITIONAL PHRASES TO SIGNAL THE END OF A SPEECH?

A: EFFECTIVE TRANSITIONAL PHRASES INCLUDE: "IN CONCLUSION," "TO SUM UP," "THEREFORE," "IN CLOSING," "LET ME LEAVE YOU WITH THIS THOUGHT," AND "AS WE WRAP UP TODAY."

Q: CAN I USE A STORY AS MY ENTIRE CONCLUSION?

A: A STORY CAN BE A VERY EFFECTIVE COMPONENT OF A CONCLUSION, ESPECIALLY AN ANECDOTAL ONE. HOWEVER, IT SHOULD TYPICALLY BE ACCOMPANIED BY A BRIEF SUMMARY OR REINFORCEMENT OF THE MAIN MESSAGE TO ENSURE CLARITY AND IMPACT. IT'S RARELY THE ENTIRE CONCLUSION ON ITS OWN UNLESS IT'S EXCEPTIONALLY WELL-CHOSEN AND DIRECTLY ENCAPSULATES THE SPEECH'S THESIS.

Q: WHAT IS THE DIFFERENCE BETWEEN SUMMARIZING AND REINFORCING THE MESSAGE IN A CONCLUSION?

A: SUMMARIZING INVOLVES BRIEFLY RESTATING THE MAIN POINTS YOU COVERED IN YOUR SPEECH. REINFORCING THE MESSAGE INVOLVES RESTATING THE CENTRAL THESIS OR CORE IDEA OF YOUR SPEECH, OFTEN IN A MORE IMPACTFUL OR EMOTIONAL WAY, EXPLAINING ITS SIGNIFICANCE AND RELEVANCE.

Q: HOW CAN I MAKE MY CLOSING STATEMENT MORE MEMORABLE?

A: TO MAKE YOUR CLOSING STATEMENT MEMORABLE, USE A POWERFUL QUOTE, A STRIKING STATISTIC, A VIVID ANECDOTE, A RHETORICAL QUESTION THAT SPARKS THOUGHT, OR A COMPELLING VISION OF THE FUTURE. ENSURE IT DIRECTLY RELATES TO YOUR SPEECH'S CORE MESSAGE AND LEAVES A LASTING IMPRESSION.

Q: SHOULD I WRITE OUT MY ENTIRE CONCLUSION WORD-FOR-WORD IN MY SPEECH OUTLINE?

A: IT'S OFTEN BENEFICIAL TO WRITE OUT KEY PHRASES OR SENTENCES FOR YOUR INTRODUCTION AND CONCLUSION IN YOUR SPEECH OUTLINE, ESPECIALLY THE OPENING TRANSITIONAL PHRASE AND THE FINAL MEMORABLE CLOSING STATEMENT. THIS ENSURES YOU CAPTURE THE DESIRED IMPACT AND CAN DELIVER THEM SMOOTHLY. THE MAIN POINTS FOR SUMMARIZATION CAN BE BULLETED.

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