



# Public Speaking

Mesyuarat pada zaman sekarang....



# Table Topics Session

**Table Topics** are impromptu speeches. The purpose of the Table Topics section is to help **members think on their feet and speak on a given subject** for between one and two minutes.

# How to Organize Your Speech?

## Objective

1. The audience understand your message
2. The message is attractive enough to capture the audience attention
3. Less distraction while presenting your speech

# Speech Outline

There are 3 main parts of a speech:

1. **INTRODUCTION**
  - State the topic of your speech.
  - Engage the audience and state why they should listen to your speech
  - Outline the main points of your speech
2. **BODY**
  - Discuss your main points and any sub-topics
  - Provide supporting evidence and any further information
3. **CONCLUSION**

Sum up your ideas and leave the audience with the main message

# **Patterns of Speech Organization:**

1. Chronological Patterns
2. Sequential Patterns
3. Spatial Patterns
4. Compare-Contrast Patterns
5. Advantages- Disadvantages Patterns
6. Cause-Effect Patterns
7. Problem-Solution Patterns
8. Topical Patterns

# MARVEL VIEWING ORDER



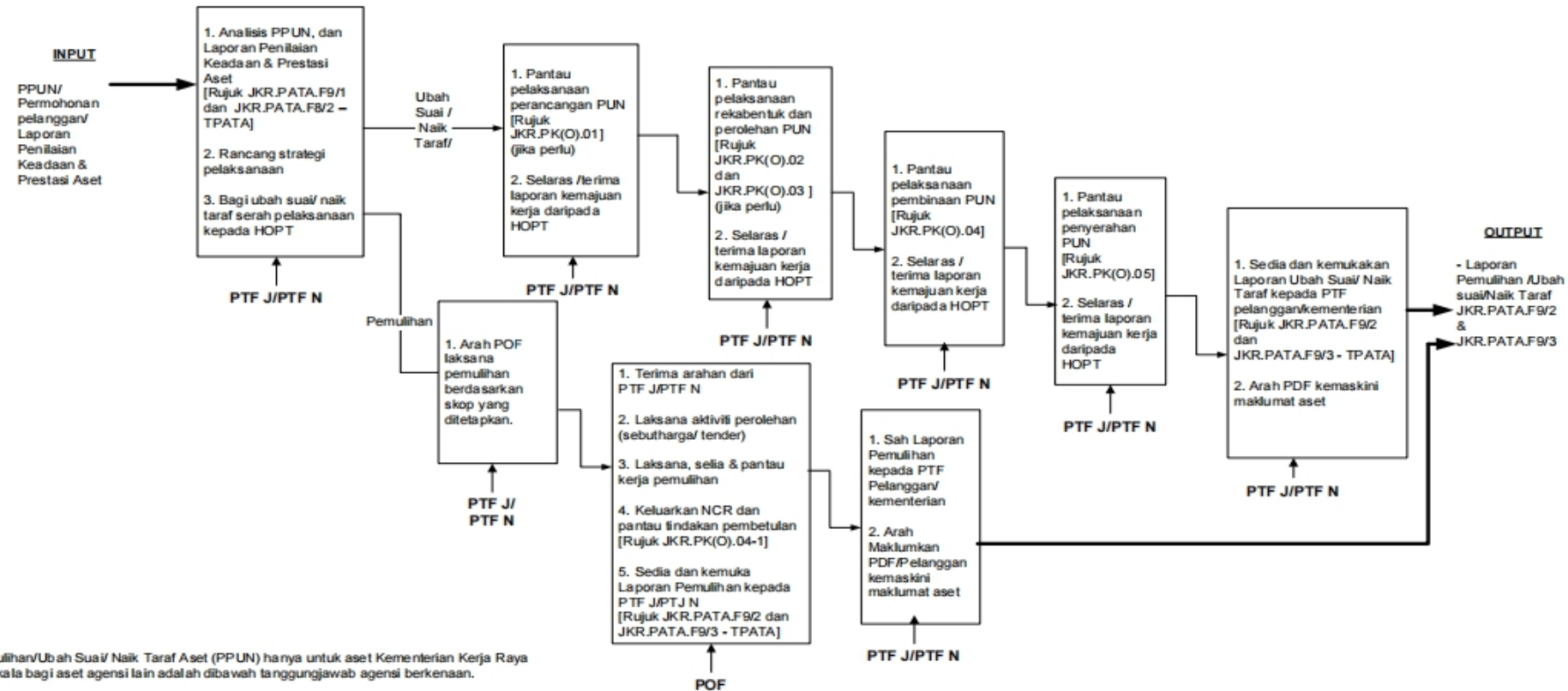
# 1. Chronological Patterns

# 2. Sequential Patterns

 <b>JKR MALAYSIA</b>	<b>PROSEDUR PEMULIHAN/UBAHSUAI/NAIK TARAF</b>	No. Dokumen	: JKR.PK(O).09
		No. Keluaran	: 06
		No. Pindaan	: 00
		Tarikh	: 19 Sept 2019
		Muka Surat	: 4 / 6

## 6.0 PROSES KERJA DAN TANGGUNGJAWAB

### 6.1 (a) Proses Kerja Pemulihan/ Ubah Suai/ Naik Taraf Aset–Aset Jalan Rujuk Proses Kerja 6.1(b)



# 3. Spatial Patterns

- A spatial pattern of organization arranges information **according to how things fit together in physical space**; i.e., where one thing exists in relation to another. This pattern works well when a writer wishes to create a mental picture of something which has various parts distinguished by physical location. Topics involving geography, for example, are often best organized using a spatial pattern.
- For example, suppose a writer wished to describe the forms of entertainment available to tourists visiting Seattle. He/she could arrange the information according to "things to do" in the different districts or geographic locations of the city. Notice how this pattern of organization aids the reader. It makes sense for the writer to organize the information by physical location because the information is easy to understand and use in this format, particularly for tourists who are not familiar with the area.

# 4. Compare-Contrast Patterns

Keseronokan bekerja di... ?

**UNIT  
KORPORAT**

VS

**UNIT  
PEMANTAUAN**

# 5. Advantages-Disadvantages Patterns

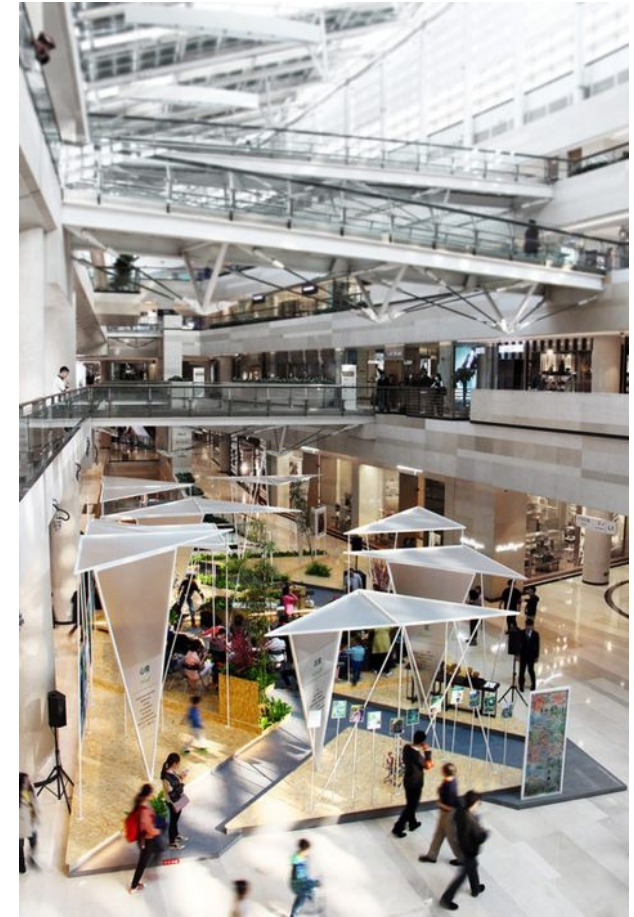
- This pattern organizes information about a topic by dividing it up into its "good" and "bad" parts, or pro's and con's. It is effective to use when a writer wishes to objectively discuss both sides of an issue without taking a persuasive stance. This allows the reader to weigh both sides of an issue. As with the compare-contrast pattern, there are a number of possible variations to an advantages-disadvantages pattern. The simplest form of this pattern is shown below.
- Suppose, for example, that a writer's stated purpose is to describe the advantages and disadvantages of attending a two-year college. One way to arrange the information is to divide it into two main sections, one for the advantages and one for the disadvantages. In this scenario, the information contained within each main section will represent the specific topics of analysis (cost, accessibility, etc).
- Advantages and Disadvantages Example
  - I. Advantages
    - Cost
    - Accessibility
  - II. Disadvantages
    - Number of educational programs
    - Quality of instruction

**6. Cause and effect**

**7. Problem-Solution Patterns**

# 8. Topical Patterns

- Hobi di masa lapang?
- Makanan kegemaran saya?
- Travelling?
- Shopping mall that I love to visit.



# Conclusion



## SPEECH OUTLINE

INTRODUCTION

BODY

CONCLUSION

**8 PATTERNS OF  
SPEECH ORGANIZATION**