

Guidelines for Supporting a Point

This is an exercise to help you learn how to use supporting materials effectively in your speeches. It provides you with an opportunity to make a relatively simple presentation to your audience. The research you need to do for this presentation and the time it should take you to organize and prepare it is minimal.

Begin by deciding on a statement, claim, or assertion that would need to be supported before listeners would accept it. Write this in the proper place in your worksheet. Go to the library to research the statement you wish to support. Look for facts and information that support your statement. Facts are verifiable units of information and should come from sources the audience respects. Your information should be relevant to your claim and should represent the most recent facts on the topic. Put this information in the proper place on your outline worksheet. After you have entered your factual information, find some testimony that supports your statement and include it in the appropriate space on the worksheet. You should use expert testimony from a source who is competent to speak on the subject. Next, find an example or narrative that further demonstrates your point. Enter this material in the appropriate space on the worksheet.

Once you have decided on the facts and figures, testimony, and narrative examples you will use to support your point, you should plan transitions so that your presentation flows smoothly. You should have transitions between the statement and supporting materials, between the different types of supporting materials, and between the supporting materials and the restatement of your original assertion. Prepare these transitions and insert them into the worksheet in the appropriate places.