

## Chapter 7

1. Casual patten: pattern of organization that describes a cause and effect relationship between ideas or events.
2. Chronological pattern: pattern of organization that traces a sequence of events or ideas.
3. Connective: Word or phrase used to link ideas in a speech
4. Coordination: process of arranging points into successive levels, with the points on a specific level having equal importance
5. Internal preview: statement in the body of the speech that details what the speaker plans to discuss next
6. Internal summary: statement in the body of a speech that summarizes a point that the speaker already discuss
7. Main points: most important ideas you address in a speech
8. Organization: systematic arrangement of ideas into a coherent whole
9. Preparation outline: detailed outline a speaker builds when preparing a speech that includes the title, speaker purpose, thesis statement, introduction, main points and sub-points, connectives, conclusión, and source citation of the speech.
10. Problem-solution pattern: pattern of organization that identifies a specific problem and offers a possible solution.
11. Signpost: simple Word or statement that indicates where you are in the speech or highlight an important idea
12. Spatial pattern: pattern of organization that arranges ideas that in terms of locations or direction
13. Speaking outline: condensed form f a preparation outline that you use when speaking.
14. Subpoint: point of the speech that develops an aspect of the main point.
15. Topical pattern: pattern of organization that allows the speaker to divide a topic into subtopics each of which addresses a different aspect of the larger topic
16. Transition: phrase that indicates a speaker is finished with one idea and is moving one to another one.

## Chapter 8

1. Preview: brief overview in the introduction of a speech of each of the main points of the speech
2. Rhetorical question: question used for effect that the audience is not supposed to answer loud rather in their minds
3. Summary: concise restatement of the main points at the end of a speech.