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## Vocabulary Chapter 70

- **Causal pattern** - pattern of organization that describes a cause-and-effect relationship between ideas and/or events
- **Chronological pattern** - patterns of organization that traces a sequence of events or ideas
- **Connective** - word or phrase used to link ideas in a speech
- **Coordination** - process of arranging points into successive levels, with the points on a specific level having equal importance
- **Internal preview** - statement in the body of a speech that details what the speaker plans to discuss next
- **Internal Summary** - statement in the body of a speech that summarizes a point a speaker has already discussed
- **Main points** - most important ideas you address in your speech
- **Organization** - systematic arrangement of ideas into a coherent whole
- **Preparation outline** - detailed outline a speaker builds when preparing a speech that includes the title, specific purpose, thesis statement, introduction, main points and subpoints, connectives, conclusions, and source citations of the speech
- **Problem-solution pattern** - pattern of organization that identifies a specific problem and offers a possible solution
- **Signpost** - simple word or statement that indicates where you are in your speech or highlights an important idea

• **Spatial pattern** - pattern of organization that arranges ideas in terms of location or direction

• **Speaking outline** - condensed form of a preparation outline that you use when speaking

• **Subordination** - process of ranking ideas in order from the most to the least important

• **Subpoint** - point in a speech that develops an aspect of a main point

• **Sub-subpoint** - point in a speech that develops an aspect of a subpoint

• **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

• **Transition** - phrase that indicates a speaker is finished with one idea and is moving on to a new one.

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## Vocabulary Chapter 8

- **Preview** - Brief overview in the introduction of a speech of each of the main points
- **Rhetorical Question** - Question, used for effect, that an audience isn't supposed to answer out loud but rather in their own minds
- **Summary** - Concise restatement of the main points at the end of a speech