

Public Speaking Course, Spring 2026



Student: _____ Class: _____

Unit 4: Using the 4 "S" Strategy to develop your ideas

I. The following sentences form a complete speech. They are out of order. Based on the signposting language, number them from 1 to 10 in the correct sequence.

	As we have seen , a short walk can quickly refresh your focus when you feel stuck.		Next on , I will first explain how walking increases blood flow to your brain.
	As we shall see , not all walks are equally effective for mental clarity. Walking outdoors in a green space works best.		Moving on to how long you should walk, research suggests that ten to fifteen minutes is enough to see a noticeable difference.
	To begin with , walking increases blood flow and oxygen to your brain. This helps improve your concentration and memory.		As indicated earlier , the goal is to increase blood flow, not to exhaust yourself.
	Finally , I will show you how long you should walk to get the full benefit.		A short walk can be one of the best ways to reset your mind during a long study session.
	Secondly , I will describe the best type of walk to clear your mind.		To conclude , instead of pushing through mental fatigue, take ten minutes to step outside. Your brain will thank you.

II. Choose the best signposting phrases to replace the words in bold in the following sentences:

1. "**Next on**, I will first explain how walking increases blood flow to your brain."
A) In the previous section,
B) To begin,
C) As explored below,
D) Having considered this,
2. "**As we shall see**, not all walks are equally effective for mental clarity."
A) As we have seen,
B) As mentioned earlier,
C) As will be explained,
D) Prior to this,
3. "**Moving on to** how long you should walk, research suggests that ten to fifteen minutes is enough."

- A) Finally,
- B) Turning now to,
- C) To conclude,
- D) As indicated earlier,

4. "As indicated earlier, the goal is to increase blood flow, not to exhaust yourself."

- A) As will be explained later,
- B) Next,
- C) As mentioned previously,
- D) To begin with,

III. What is the best way to summarize the following idea:

"Getting seven to nine hours of sleep each night helps improve memory and concentration. During sleep, your brain processes and stores information from the day. Without enough rest, it becomes harder to learn new material and recall it later."

Which option provides the best summary?

- A) "So, sleep is important for the brain."
- B) "So, get enough sleep each night to improve your memory and learning."
- C) "So, the brain processes information during sleep."

Unit 4: Organizing your conclusion

IV. Use the following template to plan the conclusion of your speech:

Part	Example Language
1. Signal the End	<i>In conclusion..., To conclude..., Finally...</i>
2. Summarize Main Points	<i>As we have seen..., Today we discussed...</i> <i>Idea A:</i> <i>Idea B:</i> <i>Idea C:</i>
3. Strong Closing (call to action, memorable statement, or look to the future)	<i>So remember to..., Let us..., The choice is ours...</i>