

Rabiha Saleem

Topic: We are not known by who we are, but what we say.

Outline

1 - Introduction

Thesis Statement:

Being one aspect of personality, speaking skills determine human stature. The words used by a person reflect his personality. Thus, words are supreme and must be selected wisely, as they determine the value of man. (35)

2 - Crunch paragraph

3 - Speaking skills dominate the overall personality of a person

a) we have the power to be responsible to ourselves

b) words we use define who we are

c) language most shows a man

d) words reflect our social stature

e) using words effectively is important in our daily life

f) words can shape people, culture and community

4 - The impact of what we say

a) It is not wise to underestimate

the effect of the spoken words

b) words have dramatic effect on our communication with other people

c) words have the ability to transform the world.

d) what we say regulate communication and reflect how we think.

e) The importance of thinking before you speak.

f) planning your speech or what you are going to say.

5 - How can words change the world

a) The need of effort to consciously use positive and empowering words.

b) positive words leaving positive impact

c) Saying things wisely and positively reflect the positivity of the speaker

d) use of negative and harsh words reflect the negativity of the speaker

e) using right words is the need of hour.

6 - Conclusion