

Part 3: Conclusion (The speaker wraps up by summarizing the main points the audience needs to keep in mind. The final impression you leave on your audience is important!)

- A. **Signal the close of the speech** (use a simple transition sentence that lets the audience know the speech is nearly finished)

- B. **Reinforce the main points** (remind the audience about the most important things they have just heard)

- C. **End strongly** (use a brief story, example, quotation, or encourage the audience to do something to follow up on what they have just heard)