

Arrangement

"A speech has two parts. You must state your case and prove it. You cannot either state your case and omit to prove it or prove it without having first stated it." —Aristotle, *Rhetoric*, 1404a

I. 2 Parts of a Composition (cf. Aristotle)

- A. Statement of the case
- B. Proof

II. 4 Parts of a Composition

- A. Introduction
- B. Statement of the case
- C. Proof
- D. Conclusion

III. 7 Parts of a Composition (The classical standard)

- A. Introduction
- B. Narration (or Statement of the case)
- C. Division (or Forecast)
- D. Confirmation (or Proof)
- E. Refutation
- F. Digression
- G. Conclusion

IV. The Functions of the Parts

- A. Introduction (G. *prooimion*, L. *exordium*)
 - 1. Get the audience's attention, secure goodwill, and state the topic in summary form to make the issue clear to the audience
 - a. must also consider purpose, rhetorical situation, audience—moving from the general to the specific
 - 2. Offer background information about the issue, state your claim
- B. Narration (G. *prothesis*, L. *narratio*)
 - 1. Set forth the facts of the case
 - 2. Review literature on the issue or the topic
- C. Division (L. *divisio* or *partitio*)
 - 1. Establish common ground, i.e. points which are agreed upon, and forecast the points which the writer/speaker will make
- D. Confirmation (G. *pistis*, L. *confirmatio* or *probatio*)
 - 1. Present the arguments that support one's case
- E. Refutation (L. *confutatio*)
 - 1. Disprove opposing positions
- F. Digression (L. *digressio*)
 - 1. Develop and/or amplify key points (optional; can be used anywhere in the composition)
- G. Conclusion (G. *epilogus*, L. *conclusio* or *peroratio*)
 - 1. Sum up arguments (restatement), amplify the arguments, stir the emotions of the audience, and call for action
 - a. must also consider moving from specific to the general
 - 2. Explain the implications of the argument