

OUTLINE GUIDE FOR AN EXTEMPORANEOUS SPEECH

TITLE OF SPEECH: All speeches must be titled.

GENERAL PURPOSE(METHOD OF PRESENTATION): to inform, to entertain, to demonstrate, to persuade by making in-roads, etc.

SPECIFIC PURPOSE (AUDIENCE OUTCOME): What particular response do you want to evoke from your audience? Fill in the blank: At the end of my speech I want my audience to _____.

INTRODUCTION

I. INTEREST STEP (ALSO CALLED "ICE BREAKER" OR "ATTENTION GETTER"): Use the beginning of your speech to capture to audience's interest and to stress the importance of the topic. You must tell on your outline how you are going to accomplish this step. List the technique(s) that you use in the appropriate place marked "technique."

TECHNIQUE:

II. THESIS SENTENCE: The thesis sentence is one simple declarative statement which summarizes your speech. This statement is the crux of your speech.

III. CLARIFICATION: This step can include definitions, background material, or any other information necessary for your audience to have a clear understanding of your thesis.

IV. PREVIEW STEP: This step relates the main points of the speech to the audience in order to facilitate understanding of proof of the thesis. "Tell them what you are going to tell them."

BODY

I. MAIN POINT: Each main point discussed in the body of the speech is a major division of the thesis. Each main point proves a part of the thesis by the method listed below. State your main point and then give evidence to support it:

A. EVIDENCE: STATISTICS, EXAMPLES, QUOTATIONS FROM AUTHORITY, ANALOGIES, AND AUDIO/VISUAL AIDS are all forms of evidence. Use one of them at this point in proving a main point.

B. REASONING (EVIDENCE + REASONING = PROOF): After stating your main point and giving your evidence, explain how your evidence relates to your thesis.

C. RELATIONSHIP TO THESIS: Make sure you show how your proven main point relates to your thesis. Don't leave the relationship of main point to thesis for your audience to figure out.

II. MAIN POINT: You follow the formula listed under MAIN POINT I for each main point in the body of your speech. If you have more than one piece of evidence for a main point, follow the formula for each piece of evidence:

- A. State sub-point of main point here
 - 1. give evidence for sub-point
 - 2. give reasoning for sub-point
 - 3. show relationship of sub-point to main point and to the thesis.
- B. State second sub-point of main point here.
 - 1. give evidence
 - 2. give reasoning
 - 3. show relationship

III. MAIN POINT: You must have three main points, and at least three forms of evidence, for the body of each speech. You may have as many as five main points.

CONCLUSION

I. SUMMARY STEP: This step is similar to the preview step in the introduction. It reiterates the main points of argument. "Tell them what you have told them."

II. RESTATEMENT OF THESIS: Repeat the thesis often during the speech. It is the statement that you want your audience to remember and accept.

III. APPEAL: This step is much like the interest step in the introduction. The final appeal is the lasting impression that you leave on your audience. It uses the same type of technique as the interest step. You must list the technique that you use.

TECHNIQUE: *List the one used.*

NOTE: Until you have mastered the structure of an extemporaneous speech outline, you should follow these guidelines exactly.

EACH SEGMENT OF THE OUTLINE MUST BE WRITTEN IN COMPLETE, DECLARATIVE SENTENCES.