

SPEECH OUTLINE GUIDE

Speech Title: _____

Specific Purpose: To inform the audience about _____

I. Introduction (*Your goal here is to draw us into your speech...it could start with a pause*)

- A. **Attention-Getter** (*This step helps us focus our attention on you and your message. As discussed in class, it is suggested that you begin with a story, quote, statistic, definition, use of suspense, etc. **Never begin with**, "Hi I am ____ and today I am going to talk about ____."*)

Delivery: *click to slide two (remember to add through entire speech)*

- B. **Thesis** (*Here summarize the main idea of your speech in one sentence*).
Today I will be talking to you about...

- C. **Preview Statement:** (*Here preview more specifically the main points of the speech*):
Specifically, I will tell you first _____, second _____ and third _____.

(**Transition into Body of Speech** -- Now that we've covered _____, let's go to _____ OR
SOMETHING MORE CREATIVE WOULD BE WONDERFUL!)

II. Main Point #1 (*Your main points are the main ideas of your speech. They are the ideas necessary in supporting/proving/explaining your thesis. They are "reasons why," "primary types," "steps," etc.*)

- A. **Subpoint #1** (*The subpoints are the breakdown of the main point into smaller units. They usually are your examples, narratives, statistics, testimony, etc. In other words, the subpoints explain the main points.*)
- B. **Subpoint #2:**
- C. **Subpoint #3:**

(**Transition into Main Point 2** -- Now that we have covered _____, let's move to _____.
Again, use a more creative approach if you'd like! Just remember that your transitions need to review your last point AND preview your next point. They show a connection and are a good time to remind the audience why this information is important.)

III. Main Point #2

- A. **Subpoint #1**
- B. **Subpoint#2**
- C. **Subpoint#3**

(**Transition** into Main Point 3 Now that we covered _____, finally we will _____. Or again something more creative would work too!)

IV. Main Point #3

A. Subpoint #1

B. Subpoint#2

C. Subpoint#3

(**Transition** to the end...)

V. Conclusion

A. Summary (re-states the main points of the speech in the order covered):

B. Concluding Memorable Remarks (gives you a way to end; never, ever end on "that's it" -- plan out the end, better yet, tie back to the introduction's attention device)