

Speech Outline Template

INTRODUCTION

I. Introduce your speech topic to your audience

A. **Attention-getter:** This statement should make people pay attention and clue them to your topic. It might be a question, a quotation, example, anecdote, or statistic.

B. **Relevance:** Explain why your audience should care about your topic and/or how the information you will impart affects them.

C. **Credibility:** Tell your audience why they should listen to you and why you are qualified to speak on the topic: personal experience, research, etc.

D. **Thesis Statement:** Summarize for your audience, in one sentence, the purpose of your speech.

II. **Preview:** Clue your audience to the main points you will hit upon in your speech. In some instances, this may also serve as a transition to the body of the speech.

BODY – Discuss all of the main and supporting points. Be sure to include transition sentences.

I. First Main point: A single sentence (labeled I., II., III., etc.)

I. _____

A. Subpoint: A single sentence supporting the main point (labeled A., B., C., etc.)

A. _____

1. First sub-subpoint: A single sentence supporting the subpoint (labeled 1., 2., 3., etc.)

2. Second sub-subpoint: A single sentence supporting the subpoint (labeled 1., 2., 3., etc.)

1. _____

2. _____

B. Second Subpoint: A single sentence supporting the main point (labeled A., B., C., etc.)

B. _____

1. First sub-subpoint: A single sentence supporting the subpoint (labeled 1., 2., 3., etc.)

2. Second sub-subpoint: A single sentence supporting the subpoint (labeled 1., 2., 3., etc.)

1. _____

2. _____

II. Second Main point: A single sentence (labeled I., II., III., etc.)

II. _____

A. _____

1. _____

2. _____

B. _____

1. _____

2. _____

III. Third Main point: A single sentence (labeled I., II., III., etc.)

III. _____

A. _____

1. _____

2. _____

B. _____

1. _____

2. _____

CONCLUSION

I. Thesis Restatement: Restate your thesis; perhaps in different words.

II. Main Point Review: Remind your audience of the main points you discussed in your speech.

III. Closing Statement: Provide closure in a memorable way.

WORKS CITED/BIBLIOGRAPHY – List all of the references you have used and cited in your speech.

This template does not have to be copied verbatim. Every speech has its own unique structure. See for example, the outlines for the sample speeches in Appendices A (p. 226) and B (p. 231).