Sample Speech Outline

Step One - Preparation

A. Topic: -
B. Audience: -
C. Title of Speech: -
D. Purpose of Speech: -
E. Method of Organization: -

Step Two – Introduction

A. Greeting: -
B. Attention Getter: -
C. Thesis Statement: -
D. Credibility: -
E. Summative Overview: -
F. Benefit(s): -

Step Three – Body

A. Transition (signals moving from introduction to body): -
B. Main Idea 1: -
  ■ Supporting Ideas: -
  ■ Details/Examples: -
  ■ Visuals/Props: -

C. Transition: -

D. Main Idea 2: -
  ■ Supporting Ideas: -
  ■ Details/Examples: -
  ■ Visuals/Props: -

E. Transition: -

F. Main Idea 3: -
  ■ Supporting Ideas: -
  ■ Details/Examples: -
  ■ Visuals/Props: -

G. Transition (signals moving from body to conclusion) :-

   Step Four – Conclusion

A. Summary of Main Points:- 1, 2 & 3

B. Re-statement of Thesis:-

C. Re-statement of Benefit(s):-

D. Closer, Clincher & Call to Action:-

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