Complete each step as fully as you can. Refer back to write-out-loud.com for assistance by clicking this link sample speech outline if you need to.

**Step One - Preparation**

1. Topic:

2. Audience:
   - Age group(s)
   - Gender
   - Uniting characteristics or concerns

3. Title of speech:

4. Purpose of speech:

5. Method of speech organization:

**Step Two – Introduction**

1. Greeting & attention getter:

2. Thesis Statement:

3. Credibility:

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4. Summative Overview:

5. Benefit(s):

**Step Three – Body**

1. Transition - signals moving from introduction to body

2. Main Idea 1:
   - Supporting Ideas:
     - Sub point -
       Details/Examples
     - Sub point -
       Details/Examples
     - Sub point -
       Details/Examples
   - Visuals/Props:

3. Transition – signals moving from Main Idea 1 to Main Idea 2

4. Main Idea 2:

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■ Supporting Ideas:

● Sub point -
  Details/Examples

● Sub point -
  Details/Examples

● Sub point -
  Details/Examples

■ Visuals/Props:

5. Transition – signals moving from Main Idea 2 to Main Idea 3

6. Main Idea 3:

■ Supporting Ideas:

● Sub point -
  Details/Examples

● Sub point -
  Details/Examples

● Sub point -

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Details/Examples

- Visuals/Props:

7. Transition – signals moving from the body to the conclusion

**Step Four – Conclusion**

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

2. Re-statement of Thesis (from Introduction)

3. Re-statement of Benefit(s) (from Introduction)

4. Closer, Clincher & Call to Action

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