

Speech Outline

This outline is a suggestion to help you draft your speech; you'll replace the placeholder text with your own words. For the body, you can adjust the number of main points, sub-points, and evidence based on your topic and speech. Don't be afraid to change it to suit your needs.

Name:

Topic:

Specific Purpose (To inform/persuade/etc.):

Central Idea (A complete sentence with your main points):

Introduction

1. Attention grabber: how you hook the audience, or gain their attention
2. Topic and specific purpose
3. Establish credibility: why are you credible on the topic? First-hand experience, research, etc.
4. Audience relationship: why should they listen? How does it apply to your audience?
5. Preview: tell the audience your main points
6. Transition: moves audience from introduction to first body point

Body (Example)

1. Main point 1
 - a. Sub-point 1
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
 - b. Sub-point 2
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
 - c. Subpoint 3
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
2. Transition from main point 1 to main point 2
3. Main point 2
 - a. Sub-point 1
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
 - b. Sub-point 2
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
 - c. Subpoint 3
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
4. Transition from main point 2 to main point 3
5. Main point 3

- a. Sub-point 1
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
- b. Sub-point 2
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
- c. Subpoint 3
 - i. Evidence: examples, illustrations, quotations, or paraphrases
 - ii. Evidence: examples, illustrations, quotations, or paraphrases
- 6. Transition to conclusion: short wrap up of your main points, reminding the audience.

Conclusion

1. "Yellow Light": indicate that you're going to wrap up
2. Review: remind the audience how your argument/presentation built on itself
3. Capstone or call to action: finish strong with a takeaway or (if applicable) a statement that motivates your audience to complete an action