

SPEECH OUTLINE TEMPLATE

Topic: _____

General Purpose: _____

Specific Purpose: _____

INTRODUCTION

I. Attention Getter: _____

II. Connect With Audience: _____

III. Establish Credibility: _____

IV. Thesis Statement: _____

V. Preview Main Points: _____

BODY(3-4 main points for a 5-7 minute speech)

I. Main Point #1 (full sentence): _____

A. Supporting point #1: _____

1. _____

2. _____

a. _____

b. _____

B. Supporting point #2: _____

1. _____

2. _____

a. _____

b. _____

(Transition Statement)

II. Main Point #2 (full sentence): _____

A. Supporting point #1: _____

1. _____

2. _____

a. _____

b. _____

B. Supporting point #2: _____

1. _____

2. _____

a. _____

b. _____

CONCLUSION

I. Signal Closing -or- Transition to Conclusion: _____

II. Summary of Main Points: _____

III. Restate Thesis Statement: _____

IV. Concluding Remark: _____