

Speaking Outline

This is a speaking outline. It follows the preparation outline exactly but uses a few words to remind you of what to say rather than give you full sentences. For the class you may write out, word for word, your introduction and conclusion but not the body. In future speeches, you should use a full speaking outline.

I. Introduction

- A. Attention getter
- B. Introduce topic
- C. Relate to audience
- D. Build credibility
- E. Thesis statement, may include:
 - i. Preview statement
 - ii. Transition statement

II. Body

- A. First main point
 - i. Sub-point
 - a. Sub-sub-point
 - b. Sub-sub-point
 - ii. Sub-point
 - a. Sub-sub-point
 - b. Sub-sub-point
 - iii. Transition statement
- B. Second main point
 - i. Sub-point
 - a. Sub-sub-point
 - b. Sub-sub-point
 - ii. Sub-point
 - a. Sub-sub-point
 - b. Sub-sub-point
 - iii. Transition statement
- C. Third main point
 - i. Sub-point
 - a. Sub-sub-point
 - b. Sub-sub-point
 - ii. Sub-point
 - a. Sub-sub-point
 - b. Sub-sub-point
 - iii. Transition statement

III. Conclusion

A. Review

- i. Restate main points
- ii. Restate thesis

B. Closure