**Speech Outline**

**Preparation/Prewriting**

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do they already know about this topic?

What do I want them to know/walk away with by the end of my speech? (be specific!)

Mood: (atmosphere for audience) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tone: (my attitude) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization of points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction**

Opening sentence/attention-grabber: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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What ideas will you use to transition smoothly from your opening sentence about your topic in general to your specific thesis?

Thesis/argument: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Main points (in order): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Body**

**Main Point/Idea #1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Why did you chose this point as my first?

Specific Details: What specific CONCRETE examples, illustrations, descriptions, etc. will you use to support this point? List them below in the particular order you have chosen (bullet them):

Write a sentence that will make a transition between this point/idea and the next one. Wrap up the first point and connect it to the next as you introduce it.

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**Main Point/Idea #2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Why did you chose this point as your second/middle?

Specific Details: What specific CONCRETE examples, illustrations, descriptions, etc. will you use to support this point? List them below in the particular order you have chosen (bullet them):

Write a sentence that will make a transition between this point/idea and the next one. Wrap up the first point and connect it to the next as you introduce it.

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**Main Point/Idea #3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Why did you chose this point as your third/last?

Specific Details: What specific CONCRETE examples, illustrations, descriptions, etc. will you use to support this point? List them below in the particular order you have chosen (bullet them):  
  
  
  
**Conclusion**

According to your text, what specific things are concluding paragraphs supposed to accomplish?

Open your conclusion by focusing your audience back to your thesis—the whole point for this speech in the first place. Do not, however, simply repeat it. Give it a different spin in light of the journey you just took them on.

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What ideas will you use to transition smoothly from your specific, restated thesis to your more universal closing statement?

The final sentence of your conclusion should make a lasting impression. What do you want them to think about your topic when they leave? What do you want them to take away with them?

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*Remember to thank your audience for their time and attention!*