

## Title of Speech

**Name:**

**Date:**

**Topic:**

**General Purpose: To \_\_\_\_\_**

*This is only two words, and it follows what type of speech you are giving. Your options will generally be the following: "To commemorate," "To inform," or "To persuade."*

**Specific Purpose: My audience will be \_\_\_\_\_.**

*Complete this sentence by combining your topic with your general purpose. For example, if your speech topic is on owls and your general purpose is to inform, then your specific purpose could be stated: "My audience will learn more about owls".*

**Thesis Statement:**

*Check with your instructor to see if they require this element. Your thesis is basically your preview statement.*

*Note: Check with your instructor on formatting. Some professors allow bullet points instead of Roman Numerals. This instruction sheet shows Roman Numerals.*

**I. Introduction (Goal: Draw people into your speech.)**

A. Attention Grabber

*Begin with a story, quote, statistic, definition, use of suspense, etc. **Never begin with** "Hi I am \_\_\_\_ and today I am going to talk about \_\_\_\_."*

B. Relate the topic to the audience (WIFM)

*Give the audience a reason to listen.*

C. Relate the topic to yourself (credibility statement)

*Let the audience know why you can be trusted, how you know the material, etc. How do you know about this? Why are you interested, etc.?*

D. Preview of main points

*Preview statement: "Today I will tell you first \_\_\_\_, second \_\_\_\_, and third \_\_\_\_."*

**Transition Statement:**

*Transition statements help your speech to flow from one section to the next. They show a connection. "Let's start with \_\_\_\_." "To begin with, I'm going to tell you about \_\_\_\_." OR SOMETHING MORE CREATIVE!*

**II. Body (Goal: Sufficiently explain your main points in an organized manner.)**

A. Main Point # 1

*These are necessary in supporting/providing/explaining your preview statement. Speeches are organized into **3-5 main points**.*

1. Sub-point

*These are the breakdown of the main point into smaller units. They explain the main point. They include examples, narratives, statistics, testimony, etc.*

- a. *This space is for more information on your sub-point. It is to be **used if needed**.*

- b.
- 2. Sub-point
- 3. Sub-point

**Transition Statement:**

*“Now that we have covered \_\_\_\_\_, let’s move on to \_\_\_\_\_.” OR SOMETHING MORE CREATIVE! Your transitions need to review your last point AND preview your next point.*

- B. Main Point # 2
  - 1. Sub-point
    - a. (If needed)
    - b.
  - 2. Sub-point
  - 3. Sub-point

**Transition Statement:**

*“Now that we have covered \_\_\_\_\_, finally we will \_\_\_\_\_.” OR SOMETHING MORE CREATIVE!*

- C. Main Point # 3
  - 1. Sub-point
    - a. (If needed)
    - b.
  - 2. Sub-point
  - 3. Sub-point

**Transition Statement (signaling the end):**

*“To sum things up, \_\_\_\_.” OR SOMETHING MORE CREATIVE!*

**III. Conclusion (Goal: Summarize your speech, and make the audience remember you.)**

- A. Review main points
  - Review your main points in the order they were covered.*
- B. Make a powerful, impactful statement
  - Tie this statement back to the grabber. Never end with “That’s it!” or “That’s all I have for you!”*

**References/Works Cited**

*If you are using outside sources, be sure to include the citations at the end of your outline. As a general rule of thumb, there should be a source for each main point. Check with your professor on whether to use APA, MLA, etc. List your sources in alphabetical order.*