

Basic Speech Outline

You can use this general outline format for all speeches. Throughout the year, we will adjust this template slightly for the individual speeches we write, but all of them are a variation of this basic format.

Introduction of Speech

I. **Attention Device Opener**-Question, Statistic, Example, Story, to grab audience's attention

II. **Central Idea**- The main idea of your speech that is integrated into your introduction.

III. **Specific Purpose**-To explain (inform, persuade, show, etc.) your topic with three main points that will become the body of the speech.

Body of Speech

I. **First Main Point** – Write a sentence explaining what your first point is.

A. Story, statistic, research, reference, etc. about first main point.

B. Story, statistic, research, reference, etc. about first main point.

C. Story, statistic, research, reference, etc. about first main point.

(Transition Statement –Use your last point to transition to the Second Main Point)

II. **Second Main Point** – Write a sentence explaining what your second point is.

A. Story, statistic, research, reference, etc. about second main point.

B. Story, statistic, research, reference, etc. about second main point.

C. Story, statistic, research, reference, etc. about second main point.

(Transition Statement –Use your last point to transition to the Third Main Point)

III. Third Main Point – Write a sentence explaining what your third point is.

A. Story, statistic, research, reference, etc. about third main point.

B. Story, statistic, research, reference, etc. about third main point.

C. Story, statistic, research, reference, etc. about third main point.

(Transition Statement – Now make a transition to the Conclusion)

Conclusion of Speech

I. Review of Main Points - Recap your speech in a concise but creative format.

II. Final Thought - This should be a meaningful statement that will stick with your audience and give closure.



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