Sample Speech Outline

Step One - Preparation
A. Topic:-
B. Audience:-
C. Title of Speech:-
D. Purpose of Speech:-
E. Method of Organization:-

Step Two – Introduction
A. Greeting:-
B. Attention Getter:-
C. Thesis Statement:-
D. Credibility:-
E. Summative Overview:-
F. Benefit:-

Step Three – Body
A. Transition (signals moving from introduction to body) :-
B. Main Idea 1:
- Supporting Ideas:
- Details/Examples:
- Visuals/Props:

C. Transition:

D. Main Idea 2:
- Supporting Ideas:
- Details/Examples:
- Visuals/Props:

E. Transition:

F. Main Idea 3:
- Supporting Ideas:
- Details/Examples:
- Visuals/Props:

G. Transition (signals moving from body to conclusion):

Step Four – Conclusion

A. Summary of Main Points: 1, 2 & 3

B. Re-statement of Thesis:

C. Re-statement of Benefit:

D. Closer, Clincher & Call to Action: