Outline of a Speech

Introduction:
1. Grab the audiences’ attention: tell story (real or hypothetical), use quote, question audience, use startling statement, refer to recent event, etc.)

2. Clearly reveal the topic

3. Establish credibility and goodwill

4. Relate topic to audience (Tell audience why they should listen to you.)

5. Preview main points

Body:
Connective:
1. Main point 1.
   A. subpoint and/or supporting material
   B. subpoint and/or supporting material

Connective:
2. Main point 2.
   A. subpoint and/or supporting material
   B. subpoint and/or supporting material

Connective:
3. Main point 3.
   A. subpoint and/or supporting material
   B. subpoint and/or supporting material

Conclusion:
1. Reinforce central idea (Summarize main points)

2. Provide closure (Refer to introduction, dramatic statement, call to action, etc.)