Speech Title

Speech Type

Purpose:

Introduction

1. Attention Catcher: Use this point to draw your audience into your subject and help you gain “favorable” interest for your speech. Use an illustration ( personal or secondary) , a startling fact, or statistic, a quotation, humor, a rhetorical question, a reference to a recent or historical event, a personal reference, a reference to the occasion, or a reference to a preceding speech.
2. Listener Relevance Link: Give the audience a reason to listen to your speech. Establish listener motivation by showing how the topic affects them directly (proximity).
3. Speaker Credibility: Offer evidence of your knowledge, expertise, and/or experience concerning the topic. If you lack first-hand experience, let the audience know of your interest in the topic and the subsequent research you’ve done.
4. Thesis Statement: One complete sentence that tells the audience the topic of your speech.
5. Preview: TELL YOUR AUDIENCE WHAT YOU ARE GOING TO TELL THEM. Specifically name the main points of the body of your speech. Use signposts to help the audience easily follow your verbal blueprint for the speech.

Transition Statement: One complete sentence that helps you alert the audience that you are moving to your first main point.

Body of Speech

1. First Main Point: Write out in one complete sentence ( all main points)

	1. Supporting Point: Write out in one complete sentence ( all supporting points).

		1. Data: Data points should be no more than 2-3 sentences.
		2. Data: List amplifying material and supporting material found from research sources.
	2. Supporting Point: Every section of the outline should have at least 2 divisions (when you have an A you need a B; 1 you need a 2, etc.)

		1. Data: This is to ensure that a point is fully developed.
		2. Data: Add more data and supporting points to add depth and time to the speech
		3. Data: Delete data and additional supporting points to shorten the time.

Transition Statement: One complete sentence that helps you alert the audience that you are moving to your next main point. Internal summaries are useful between main points.

1. Second Main Point: No portion of your outline should be in paragraph form.

	1. Supporting Point: Instead compose complete sentences that tell the major points of your presentation.
	2. Supporting Point: This will aid in your ability to extemporaneously deliver your speech.
	3. Supporting Point: Highlighting and Bold fonts can be used to show emphasis within your outlines.

Transition Statement: One complete sentence that helps you alert the audience that you are moving to your next main point.

1. Third Main Point: A few more outline requirements.
	* + 1. Supporting Point: All outlines must be typed !
			2. Supporting Point: You must have 2 copies of your outline before you are able to present your speech.
	1. Data: To receive full credit, you should turn in your two outlines on assigned day prior to the week of presentations.
	2. Data: An automatic 20% of your speech grade is forfeited if changes are made to your outline before your presentation, or if you don’t turn in your outline on the assigned date.
		* 1. Supporting Point: Each sub-point should be relevant to the main point being developed.

Transition Statement: One complete sentence that helps you alert the audience that you are moving to your next main point.

Conclusion

1. Restatement of Thesis: Reemphasize the main idea of your speech.
2. Summary of Main Points: Restate the main points of your speech. TELL YOUR AUDIENCE WHAT YOU TOLD THEM.
3. Clincher: Use a well worded closing phrase, refer to the introduction, or issue an inspirational appeal or challenge.