

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(s):-

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(s):-

D.Closer, Clincher & Call to Action:-