



# Basic Speech Outline

You can use this general outline format for all speeches. You may adjust this template slightly for different speeches you 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.