Creating a Speech Using an Outline Format

Before you Begin:
Identify your purpose. (Is it to persuade? Inform? Explain?)

The purpose statement expresses the goal of the speech and formulating it lets you know precisely what you want the speech to accomplish.

Developing the Body:
The body presents main points intended to fulfill the purpose and support the thesis.

Identify three main points:

1. _________________________________

2. _________________________________

3. _________________________________

Supporting points
- The evidence and material used to justify the main points
- Lead the audience to accept the speech’s purpose(s)
- Should be at least two supporting points for every main point
• Should cite where the evidence was found in order to establish credibility and should give credit where credit is due (Another, title, and date are typically sufficient)

Developing the Introduction:

The introduction is important because it prepares the audience, gets their attention, makes the topic relevant to them, and previews what’s to come.

Attention Getter:
Part of the introduction specifically designed to grab the audience’s attention

Examples:
  1. Quotations
  2. Stories (real or hypothetical)
  3. Rhetorical questions
  4. Startling statements
  5. Humor

Choose an attention getter:
__________________________________________________________________
__________________________________________________________________

The thesis statement expresses the theme or central idea of the speech. It concisely lays out what the speech is about.

Overall, the introduction should include:
  1. Attention Getter
  2. Motivation
  3. Credibility
4. Preview of Main Points

5. Thesis Statement

Developing the Conclusion:

The purpose of a conclusion is to:

- Signal the conclusion
- Summarize the main points and goals of the speech
- Tie back to the attention getter in the introduction
- Leave the audience with something to reflect upon

Transitions:

- Words, phrases, or sentences that tie together the main points of the speech
- Allow the speaker to move smoothly from one idea to the next
- Examples:
  - *First, second, third*
  - *In addition to* (restate the previous main point one or two)
  - Phrases that include *next, we now turn to, finally, let’s consider, similarly…*