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 of 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…*