

Speech Outline

- I. Attention getter/Introduction
 - a. Get the audience's attention
 - b. Tell us a story
 - c. Use a quote or statistic
 - d. Make it interesting

- II. Link the attention getter to the topic area
 - a. How does this intro relate to the topic area
 - b. Make a connection for the audience

- III. Justification
 - a. Why is this topic of concern to us as U.S. citizens?
 - b. Give the topic significance

- IV. Topic Question/Statement
 - a. State the question exactly
 - b. Make sure that the topic is clearly stated
 - c. If the question requires a "yes" or "no" answer, give it now.

- V. Preview of Points
 - a. All speeches should have two or three major points
 - b. At this point in the speech, all you do is state the three points but do not discuss details...just state the points
 - c. Keep your tags short so audience can write them down

VI. Body of Speech

- a. Begin with your first point and give us details about it along with at least two sources that you cite. Wrap up this point by showing how it links to the topic question/statement
- b. Begin your second point and follow the same format as you did with the first point.
- c. Begin your third point and do the same thing as above.

VII. Review

- a. Restate the topic question
- b. Answer the question and show how your information in the speech supported the answer
- c. Restate your main points

VIII. Conclusion

- a. Wrap up the speech
- b. Bring the introduction idea back into the speech
- c. Know how you are going to end since this is the last thing that the audience will hear from you.