

Preparation Outline

This is a detailed preparation outline that you will use to prepare for a speech. It is what you will initially practice with but not what you will ultimately approach the podium with.

I. Introduction

- A. This is what you will say to get the attention of your audience.
- B. This is what you will say to clearly introduce your topic.
- C. This is what you will say to relate to your audience and/or build your credibility
- D. This is where you will make your thesis statement, and it may include:
 - i. A preview statement of the main points of your speech and/or,
 - ii. An additional transition statement to get to the first main point.

II. Body

- A. This is where you will state the first main point of your speech.
 - i. This is your first sub-point to support your first main point.
 - a. This is your first sub-sub-point to support your first sub-point.
 - b. This is your second sub-sub-point to support your first sub-point.
 - ii. This is your second sub-point to support your first main point.
 - a. This is your first sub-sub-point to support your second sub-point.
 - b. This is your second sub-sub-point to support your second sub-point.
 - iii. This is a transition statement that may be an internal review, preview, or signpost.
- B. This is where you will state the second main point of your speech.
 - i. This is your first sub-point to support your second main point.
 - a. This is your first sub-sub-point to support your first sub-point.
 - b. This is your second sub-sub-point to support your first sub-point.
 - ii. This is your second sub-point to support your second main point.
 - a. This is your first sub-sub-point to support your second sub-point.
 - b. This is your second sub-sub-point to support your second sub-point.
 - iii. This is a transition statement that may be an internal review, preview, or signpost.
- C. This is where you will state the third main point of your speech.
 - i. This is your first sub-point to support your third main point.
 - a. This is your first sub-sub-point to support your first sub-point.
 - b. This is your second sub-sub-point to support your first sub-point.
 - ii. This is your second sub-point to support your third main point.
 - a. This is your first sub-sub-point to support your second sub-point.
 - b. This is your second sub-sub-point to support your second sub-point.
 - iii. This is a transition statement that may be an internal review, preview, or signpost.

III. Conclusion

- A. This is where you will review the main points of your speech.
 - i. A good way to do this is to restate your main points,
 - ii. And to restate your thesis.
- B. This is the last thing in your speech and should bring closure by referring to the introduction, using a memorable quote, or providing a call to action for the audience.