

## Speaking Outline

This is a speaking outline. It follows the preparation outline exactly but uses a few words to remind you of what to say rather than give you full sentences. For class purposes you may write out, word for word your introduction and conclusion but not the body. In future speeches, a full speaking outline should be used.

### I. Introduction

- A. Attention getter
- B. Introduce topic
- C. Relate to audience/Build credibility
- D. Thesis statement, may include:
  - i. Preview statement
  - ii. Transition statement

### II. Body

- A. First main point
  - i. Sub-point
    - a. Sub-sub-point
    - b. Sub-sub-point
  - ii. Sub-point
    - a. Sub-sub-point
    - b. Sub-sub-point
  - iii. Transition statement
- B. Second main point
  - i. Sub-point
    - a. Sub-sub-point
    - b. Sub-sub-point
  - ii. Sub-point
    - a. Sub-sub-point
    - b. Sub-sub-point
  - iii. Transition statement
- C. Third main point
  - i. Sub-point
    - a. Sub-sub-point
    - b. Sub-sub-point
  - ii. Sub-point
    - a. Sub-sub-point
    - b. Sub-sub-point
  - iii. Transition statement

### III. Conclusion

- A. Review
  - i. Restate main points
  - ii. Restate thesis
- B. Closure