## SPEECH OUTLINE TEMPLATE

Topic:

General Purpose:

Specific Purpose:

Thesis:

### INTRODUCTION

#### Attention Getter:

#### Connect With Audience:

#### Establish Credibility:

#### Thesis Statement:

#### Preview Main Points:

### BODY *(3-4 Main Points for a 5-7 minute speech)*

#### I. Main Point #1 (full sentence):

#### A. Sub-Point:

#### 1. Supporting Point:

2.

a.

b.

B.

1.

2.

a.

b.

*Transition Statement*:

II. Main Point #2:

A.

1.

2.

a.

b.

B.

1.

2.

a.

b.

**CONCLUSION**

I. Signal Closing-***or***-Transition to Conclusion:

II. Summary of Main Points:

III. Restate Thesis Statement:

IV. Concluding Remarks: