**SPEECH OUTLINE**

Use the outline below to guide you in writing your speech.

**Title of Speech**

**Step One: Introduction**

1. Capture your audience's attention

* Attention device examples: a rhetorical question, a quote, humor, or statistic

1. Summarize what your speech is about
2. Establish credibility (why should people listen to your speech?)

**Step Two: Body**

Transition between introduction and body.

Three main ideas and 2–3 supporting details for each (use examples if needed)

1. Main Idea 1
   1. Supporting detail
   2. Supporting detail
   3. Supporting detail

Transition

1. Main Idea 2
   1. Supporting Detail
   2. Supporting Detail
   3. Supporting Detail

Transition

1. Main Idea 3
   1. Supporting Detail
   2. Supporting Detail
   3. Supporting Detail

Transition

**Step Three: Conclusion**

1. Summary of main points
2. Closing (ties to your attention device)
   * Examples: A quote, a poem, or the answer to the initial question