

Sample Speech Outline

Several types of speech outlines are commonly used by experienced speakers. These are discussed in Projects 3 and 7. Yet all of them are organized into an opening, a body and a conclusion. Here is a very basic outline that illustrates the structure of a speech containing three main points:

- A. Opening
 - 1. Captures audience attention
 - 2. Leads into speech topic
- B. Body
 - 1. First point
 - a. Statement of fact
 - b. Supporting material
 - 2. Second point
 - a. Statement of fact
 - b. Supporting material
 - 3. Third point
 - a. Statement of fact
 - b. Supporting material
- C. Conclusion
 - 1. Review or summary
 - 2. Call to action or memorable statement

The speech body should contain at least three main points that you want to express about your topic. Each point should be clearly stated, illustrated and supported. Act as though your audience is not at all familiar with your topic; don't assume they know anything. Devote a similar amount of time to each main point, otherwise the audience may consider it less important. Arrange your points in logical order.