

Complete each step as fully as you can. Refer back to write-out-loud.com for assistance by clicking this link [sample speech outline](#) if you need to.

Step One - Preparation

1. Topic:

2. Audience:
 - Age group(s)
 - Gender
 - Uniting characteristics or concerns

3. Title of speech:

4. Purpose of speech:

5. Method of speech organization:

Step Two – Introduction

1. Greeting & attention getter:

2. Thesis Statement:

3. Credibility:

4. Summative Overview:

5. Benefit(s):

Step Three – Body

1. Transition - signals moving from introduction to body

2. Main Idea 1:

■ Supporting Ideas:

- Sub point -

Details/Examples

- Sub point -

Details/Examples

- Sub point -

Details/Examples

■ Visuals/Props:

3. Transition – signals moving from Main Idea 1 to Main Idea 2

4. Main Idea 2:

- Supporting Ideas:
 - Sub point -
Details/Examples
 - Sub point -
Details/Examples
 - Sub point -
Details/Examples
- Visuals/Props:

5. Transition – signals moving from Main Idea 2 to Main Idea 3

6. Main Idea 3:

- Supporting Ideas:
 - Sub point -
Details/Examples
 - Sub point -
Details/Examples
 - Sub point -

Details/Examples

- Visuals/Props:

7. Transition – signals moving from the body to the conclusion

Step Four – Conclusion

1. Summary of Main Points: 1, 2 & 3

2. Re-statement of Thesis (from Introduction)

3. Re-statement of Benefit(s) (from Introduction)

4. Closer, Clincher & Call to Action