

The format of your speech outline is very specific and **MUST** be followed exactly, or you will lose points. **DO NOT LOSE THIS SHEET!!! YOU WILL USE IT ALL SEMESTER.** Your outline must have all of the elements shown on this sheet. It must have 1” margins all the way around. It must be size 12 font in Times New Roman, Courier, or Arial. Please **DO NOT** use funky lettering—it only wastes paper and ink.

Name
Teacher
Period
Date

Title (**NOT** the word *Outline*)

I. Introduction (**YOUR INTRODUCTION SHOULD BE WRITTEN IN COMPLETE SENTENCES**)

- A. Attention-getter: this should grab the attention of your audience. This should be one of the most enthusiastic lines in your speech. You should use a fact, quote, rhetorical question, anecdote, or shocking statistic to get the attention of your audience.
- B. Thesis: this is the statement that tells the audience the purpose of your speech. Make this one or two sentences to express the main idea of your speech.
- C. Preview of Main Points: This is a breakdown of the main points that you will present during your speech. Tell the audience exactly what you will cover.

II. Topic Sentence for Main Point #1 (**THE TOPIC SENTENCE SHOULD BE WRITTEN AS A COMPLETE SENTENCE**)

- A. Each main point must have **AT LEAST** two supporting details.
 - 1. **Supporting details do not have to be written in complete sentences.**
 - 2. Supporting details must relate to the topic sentence.
- B. The topic sentence and the details should support the thesis statement.

III. Topic Sentence for Main Point #2 (**AGAIN, A COMPLETE SENTENCE**)

- A. If the speech requires research, the supporting details should have citations.
 - 1. Using citations means giving credit to the sources that you researched.
 - 2. For example: In 2002, 17,970 killed in drunk driving accidents (MADD online)
 - a. Notice that this statistic is not written in a complete sentence, but in my speech, I would say it as one.
 - b. This statistic would be useful if I were giving a speech on drunk driving.
- B. Again, each main point needs at least two supporting details.

IV. Topic Sentence for Main Point #3

- A. You can see from above that supporting details sometimes have subordinate details.
- B. You **MAY** have **MORE** than 3 main points, you may have less, but you must have **AT LEAST** two main points and **AT LEAST** two supporting details per main point.

V. Conclusion (**YOUR CONCLUSION SHOULD BE IN COMPLETE SENTENCES**)

- A. Summary: restate (say it in a new way) the thesis and summarize the main points. For example, you might write “Today I have explained to you ...because I wanted you to understand...”
- B. Final Impression: leave the audience with something to think about. The most effective conclusions relate back to the attention-getter.

The following is a skeleton of an actual outline:

Name

Period

Date

Title

I. Introduction

A. Attention-getter:

B. Thesis:

C. Preview of Main Points (or P.O.M.P.):

II.

A.

1. (optional)

2. (optional)

B.

1.

a. (optional)

b. (optional)

2.

III.

A.

B.

IV.

A.

B.

V. Conclusion

A. Summary:

B. Final Impression:

*****After the Roman numerals II, III, and IV, you would write a complete sentence introducing each main point. REMEMBER: you MUST have at least two supporting details for each main point (an A and a B) and you MAY have subordinating details (1, 2, etc. and a, b, c, etc.) to help explain, define, or clarify your supporting details. ALSO, you MAY have more than three main points. You MUST have at least two main points.**