

SPEECH OUTLINE FORMAT

TOPIC:

SPECIFIC PURPOSE:

CENTRAL IDEA:

INTRODUCTION

- I. Attention-getter (quote or story or statistic or joke or question)
- II. Credibility Statement-- your personal background, research, credentials, and/or goodwill statement
- III. Preview of Topic
 - a. Preview of main point (or step) 1
 - b. Preview of main point (or step) 2
 - c. *(if needed)* Preview of main point (or step) 3
 - d. *(if needed)* Preview of main point (or step) 4

BODY

- I. Main Point (or step) 1
 - a. Subpoints and supporting material as needed (including sources cited)
 - i. Sub-subpoints and supporting material as needed (including sources cited)
 - ii.
 - b.
- II. Main Point (or step) 2
 - a. Subpoints and supporting material as needed (including sources cited)
 - i. Sub-subpoints and supporting material as needed (including sources cited)
 - ii.
 - b.
- III. *(if needed)* Main Point (or step) 3
 - a. Subpoints and supporting material as needed (including sources cited)
 - i. Sub-subpoints and supporting material as needed (including sources cited)
 - ii.
 - b.
- IV. *(if needed)* Main Point (or step) 4
 - a. Subpoints and supporting material as needed (including sources cited)
 - i. Sub-subpoints and supporting material as needed (including sources cited)
 - ii.
 - b.

CONCLUSION

- I. Summary/ restating of main points
 - a. Details and subpoints as needed....
- II. Concluding remark (quote or story or statistic or joke or question)

BIBLIOGRAPHY