



Outline Your Speech

INTRODUCTION

1. Hook your audience.

- Share a relevant story or example
- Surprise them with a startling fact or statistic
- Ask a question, or recite a quotation or familiar saying

2. State your topic.

3. Connect with your audience.

- Tell your audience how your topic affects them.
- Emphasize common experiences, fears, or situations
- Challenge your audience with a question or invite them to do something

4. Preview your main points in the order you will present them.

BODY OF SPEECH

Main Point #1

Main Point #2

Main Point #3

CONCLUSION

1. Signal your speech is near its end.

2. Remind audience of your main points

3. Final Thoughts

- Tell a story or give an example
- Give your audience a “call to action”
- Share where they can find additional information

