Speech Title: ____________________________________________

Specific Purpose: To inform the audience about ____________________

I. Introduction (Your goal here is to draw us into your speech...it could start with a pause)
   A. Attention-Getter (This step helps us focus our attention on you and your message. As discussed in class, it is suggested that you begin with a story, quote, statistic, definition, use of suspense, etc. Never begin with, “Hi I am ___ and today I am going to talk about ___.”)
   Delivery: click to slide two (remember to add through entire speech)
   B. Thesis (Here summarize the main idea of your speech in one sentence). Today I will be talking to you about…
   C. Preview Statement: (Here preview more specifically the main points of the speech): Specifically, I will tell you first ______________, second ______________ and third ______________.

(Transition into Body of Speech -- Now that we've covered ______, let's go to _____________ OR SOMETHING MORE CREATIVE WOULD BE WONDERFUL!)

II. Main Point #1 (Your main points are the main ideas of your speech. They are the ideas necessary in supporting/proving/explaining your thesis. They are "reasons why," "primary types," "steps," etc.
   A. Subpoint #1 (The subpoints are the breakdown of the main point into smaller units. They usually are your examples, narratives, statistics, testimony, etc. In other words, the subpoints explain the main points.
   B. Subpoint #2:
   C. Subpoint #3:

(Transition into Main Point 2 -- Now that we have covered ______________, let's move to ______________. Again, use a more creative approach if you'd like! Just remember that your transitions need to review your last point AND preview your next point. They show a connection and are a good time to remind the audience why this information is important.)

III. Main Point #2
   A. Subpoint #1
   B. Subpoint #2
   C. Subpoint #3
(Transition into Main Point 3 Now that we covered __________, finally we will _______________. Or again something more creative would work too!)

IV. Main Point #3
   A. Subpoint #1
   B. Subpoint#2
   C. Subpoint#3

   (Transition to the end...)

V. Conclusion

A. Summary (re-states the main points of the speech in the order covered):

B. Concluding Memorable Remarks (gives you a way to end; never, ever end on "that's it" -- plan out the end, better yet, tie back to the introduction's attention device)