

Speech Outline Planning Template

- **Title:** [Insert the title of your speech here]
- **Topic:** [Write the general subject you'll discuss]
- **Specific Purpose Statement:** [Explain exactly what you want your audience to learn, believe, or do]
- **Thesis Statement:** [Summarize your central idea in one clear sentence]

Introduction

- Write an engaging paragraph that captures attention, introduces your topic, and establishes your connection with the audience.
- Include a brief preview of your main points and state why your topic matters.

TRANSITION: [USE ONE LINE TO LEAD SMOOTHLY INTO YOUR FIRST MAIN POINT]

Body

I. Main Point One

- a. Sub-point
- b. Sub-point
- c. Sub-point
 - i. Supporting detail
 - ii. Supporting detail

TRANSITION: [SUMMARIZE THIS SECTION AND INTRODUCE THE NEXT MAIN IDEA]

II. Main Point Two

- a. Sub-point
 - i. Supporting example
 - ii. Supporting example
- b. Sub-point

TRANSITION: [SIGNAL THAT YOU'RE MOVING TO THE FINAL SECTION]



III. Main Point Three

a. Sub-point

i. Supporting detail

ii. Supporting detail

b. Sub-point

Conclusion

Write a short paragraph that reinforces your main ideas and brings your message full circle.

Summarize the key takeaways, offer a call to action or final thought, and end with a closing line that feels complete.

References / Bibliography

[List all sources you used in your research following the required citation style.]

