

Speech Outline Template

- Title of Speech
- Topic
- Date of Presentation

I. Introduction

- A. Open with a line that draws the audience in through a brief story, a striking fact, or a meaningful observation.
- B. Explain the purpose of the speech, so listeners understand why the message matters.
- C. Present the central idea and give a quick preview of the main points you will cover.
 - 1. First key point
 - 2. Second key point
 - 3. Third key point

II. Main Point One

- A. Provide your first major idea with enough explanation for the audience to follow.
- B. Support this idea with evidence, an example, or a short anecdote.
 - 1. Supporting detail
 - 2. Additional explanation

III. Main Point Two

- A. Introduce your next idea and explain how it develops the overall message.
- B. Add supporting material such as a statistic or a concrete example.
 - 1. Supporting detail
 - 2. Additional explanation

IV. Main Point Three

- A. Present your final idea and show how it connects to the larger purpose of the speech.
- B. Include support that reinforces the point clearly.
 - 1. Supporting detail
 - 2. Additional explanation

V. Conclusion

A. Summarize the message and restate the key idea in a clear, refined form.

B. End with a closing line that leaves the audience with a sense of completion or direction.