

Speech Formal Outline Template

Prof. Elbanna

Name:

Title

:

Purpose Statement

At the end of my speech, my audience will...

Thesis Statement

Introduction

A. Attention-getter:

B. Thesis statement

C. Preview of Main Points

1

.

2

.

3

.

D. Interest/Relevance

[TRANSITION]:

I. First Main Point (short title that summarizes what the point is about)

A.

B.

[TRANSITION]:

II. Second Main Point (short title that summarizes what the point is about)

A.

B.

[TRANSITION]:

III. Third Main Point (short title that summarizes what the point is about)

A.

B.

[TRANSITION]:

Conclusion

A. Review of Main Points

1

.

2

.

3

.

B. Restate thesis:

C. Residual message

REMINDER: Cite your sources when you are presenting the information!

