Main Points, Supporting Points, and Transitions

This is a basic outline for an informative speech:

I. A speech structure is composed of three general parts:
- A. Introduction
  1. Attention getter
  2. Introduction of topic
  3. Credibility statement
  4. Central idea statement

(Transition between introduction into first body point.)

- B. Body
  1. Composed of the main points of the speech
  2. Supported by evidence achieved through research
     - a. Examples
     - b. Narratives
     - c. Testimony
     - d. Facts
     - e. Statistics
     - f. Quotations
  3. Always state the sources of information
  4. Organized in a logical structure

(Transition into conclusion)

- C. Conclusion
  1. Ties the purpose and main points together
  2. Brings closure to the speech
  3. Restates the purpose
  4. Reiterates why the topic is relevant
  5. Concludes with an interesting quotation, anecdote, and/or reference to the beginning of the speech