

The Speech Outline Format

- I. Introduction
 - A. Attention grabber
 - B. Statement of purpose/thesis
 - C. Statement of significance
 - D. Credibility
 - E. Preview
- II. Body—General Topic
 - A. Main topic
 - 1. Subtopic: facts, examples, and details
 - 2. Subtopic: facts, examples, and details
 - 3. Transition
 - B. Main topic
 - 1. Subtopic: facts, examples, and details
 - 2. Subtopic: facts, examples, and details
 - 3. Transition
 - C. Main topic
 - 1. Subtopic: facts, examples, and details
 - 2. Subtopic: facts, examples, and details
 - 3. Transition
- III. Conclusion
 - A. Review main points
 - B. Restate purpose/thesis
 - C. Final statement