

SUGGESTED OUTLINE FORMAT FOR SPEECH COMPETITION

Below is a common outline format for creating informative or persuasive speeches. Speeches should have a clear introduction, body, and conclusion. Each part of the speech has a defined purpose, which is listed below.

This outline format is helpful to use while organizing the content of your speech. It can also be used for the actual delivery of your speech. Your outline does NOT need to be submitted at any point during the competition.

PRO TIPS:

- Use ONLY key words for your outline. Outlines should NOT be written in full sentences because you should not be reading your speech word for word.
- You may use an outline or note-cards during your presentation.
- Good speeches contain detailed evidence, interesting facts, and specific information.
- Use transitional sentences when moving from one point to the next to keep your information well organized.

I. INTRODUCTION:

- A. Attention Getter (make it memorable, hook the audience)
- B. Relate topic to audience (make them care)
- C. Establish your credibility (why should we believe you? what's your connection to topic?)
- D. Preview each main point of speech (state the main points you will discuss)

II. BODY

MAIN POINT #1:

- Explain your main point in detail
- Use Supporting Evidence (statistics, quotes, facts, stories, examples, etc.)

Transitional Sentence

MAIN POINT #2

- Explain your main point in detail
- Use Supporting Evidence (statistics, quotes, facts, stories, examples, etc.)

Transitional Sentence

MAIN POINT #3

- Explain your main point in detail
- Use Supporting Evidence (statistics, quotes, facts, stories, examples, etc.)

III. CONCLUSION

- A. Signal the finish (Say "in conclusion, to conclude, etc...")
- B. Summarize/restate main ideas
- C. Memorable closure (Be creative & make your ending statement count!)