



# SPEECH OUTLINE WORKSHEET

## OPENING

### A. GREETING

You may thank the person who introduced you and acknowledge guests.

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### B. CAPTURE AUDIENCE INTEREST

Begin with information about your topic that will capture the attention of the audience, such as an interesting fact about your topic that you discovered in your research.

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### C. INTRODUCE YOUR TOPIC

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### D. TRANSITION

This is a statement or sentence designed to lead smoothly into your first main point.

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# SPEECH OUTLINE WORKSHEET

## BODY

### A. MAIN POINT 1

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#### 1. SUB-POINT

Details and specifics about your main point.

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#### SUPPORT/EVIDENCE

Use examples, facts, or statistics from your research to illustrate your main point and sub-point.

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#### 2. SUB-POINT

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#### SUPPORT/EVIDENCE

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## SPEECH OUTLINE WORKSHEET

### BODY

#### 3. SUB-POINT

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#### SUPPORT/EVIDENCE

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#### 4. TRANSITION

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#### B. MAIN POINT 2

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#### 1. SUB-POINT

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# SPEECH OUTLINE WORKSHEET

## BODY

SUPPORT/EVIDENCE

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2. SUB-POINT

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SUPPORT/EVIDENCE

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3. TRANSITION

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C. MAIN POINT 3

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## SPEECH OUTLINE WORKSHEET

### 1. SUB-POINT

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#### SUPPORT/EVIDENCE

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### 2. SUB-POINT

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#### SUPPORT/EVIDENCE

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### 3. TRANSITION

Signal that the conclusion of the speech is approaching.

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# SPEECH OUTLINE WORKSHEET

## CONCLUSION

### A. BRIEF SUMMARY OF YOUR TOPIC

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### B. REVIEW MAIN POINTS

#### MAIN POINT 1

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#### MAIN POINT 2

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#### MAIN POINT 3

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### C. CLOSE WITH IMPACT

Finish with a strong statement; consider mirroring your attention-grabbing opening.

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