

## OUTLINE ORGANIZATION AND STRUCTURE

### INTRODUCTION

- I. Begin your speech by doing something to get the attention and interest of the audience. Examples include the following:
  - A. Short story
  - B. Specific example
  - C. Question(s)
  - D. Rhetorical question
  - E. Startling Statement
  - F. Facts and figures
  - G. Humor
  - H. Audio/visual aids
- II. The next thing you do is state the specific purpose of your speech in one complete sentence. "The purpose of my talk (speech) is to share with you...."

### BODY

- I. State your first main point in support/development of your purpose statement (one complete sentence). **YOU WRITE IT HERE.**
  - A. Now use an example, story, narrative, description, fact, etc. to support the main point Write it here. Write it here.
  - B. Use a second piece of supporting material to support main point. Write it here.
- II. State your second main point in support/development of your purpose statement. **Write it here.**
  - A. Same as above.
  - B. Same as above.

### CONCLUSION (WRITE IT ALL OUT)

- I. Restate the specific purpose of your speech.
  - A. Restate first main idea.
  - B. Restate second main idea.
- II. Concluding remarks.