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  F. Facts and figures
B. Specific example  G. Humor
C. Question(s)  H. Audio/visual aids
D. Rhetorical question
E. Startling Statement

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.