**Explanatory Speech Template Outline**

1. Introduction (Approximately 1min.)
   1. Attention Getter
   2. Background and Audience Relevance
   3. Speaker Credibility
   4. Thesis
   5. Preview of Main Points

Transition to first main point

1. Body (Approximately 3 ½-5 ½ mins.)
   1. Main Point 1:
      1. Sub point 1
      2. Sub point 2

Transition (summary, signpost, preview)

* 1. Main Point 2
     1. Sub point 1
     2. Sub point 2

Transition (summary, signpost, preview)

* 1. Main Point 3
     1. Sub point 1
     2. Sub point 2

Transition and signal closing

1. Conclusion (Approximately 30 seconds-1 minute)
   1. Restate Thesis
   2. Review Main Points
   3. Memorable Closer

**References**(on new page)