**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)