**Parts of a Speech Outline**

1. **Introduction** (10% of your speech)
   1. **Attention Getter**: Use a narrative, surprising statistic or fact, question, quotation, or other device to grab your audience’s attention and get them to focus on your topic.
   2. **Background and Audience Relevance**: Share any necessary background on your topic and tell your audience why they should care about your topic.
   3. **Speaker Credibility**: Tell your audience why you care about or are qualified to speak about this topic.
   4. **Thesis:** What is the main idea or the key point that you are trying to make that can sum up your entire presentation?
   5. **Preview of Main Points**: Use signposts (first, second, finally, etc.) and concise wording to let your audience know what main points will be covered in your speech.

**Transition to first main point**

1. **Body** (80-85% of your speech)  
   1. **Main Point 1**: One sentence summary of your first main point or argument and preview of the subpoints that you plan to make.
      1. **Sub** **point 1**: Explanation or argument and supporting evidence for your main point.
      2. **Sub point 2**: Explanation or argument and supporting evidence for your main point.

**Transition** (Summarize the main point you just finished, signpost, and preview the next point.)

* 1. **Main Point 2**: One sentence summary of your second main point or argument and preview of the subpoints that you plan to make.
     1. **Sub point 1**: Explanation or argument and supporting evidence for your main point.
     2. **Sub point 2**: Explanation or argument and supporting evidence for your main point.

**Transition** (Summarize the main point you just finished, signpost, and preview the next point.)

* 1. **Main Point 3**: One sentence summary of your third main point or argument and preview of the subpoints that you plan to make.
     1. **Sub point 1**: Explanation or argument and supporting evidence for your main point.
     2. **Sub point 2**: Explanation or argument and supporting evidence for your main point.

**Transition and signal closing:** Use a word or phrase that lets your audience know you are coming to the end of your speech, such as, “In conclusion,” or, “As we wrap up today’s presentation.”

1. **Conclusion** (5-10% of your speech)
   1. **Restate Thesis**: Restate the main idea or key point that you were trying to make with your entire speech.
   2. **Review Main Points**: Using signposts, review the main points that you broke your speech into.
   3. **Memorable Closer**: End your speech with impact and bring a sense of closure to your speech. As a bonus, try to connect your closer back to the attention getter that you used to open your speech.

**References**(on new page)