**Issue Analysis Speech Outline Template- Point Method**

Message: [What is the overall message of your concept speech]

Audience: [specific audience]

Purpose: To inform

**Introduction [write everything out in this section]**

I. Attention-Getter: [Interesting/unique way you will open your speech and grab the attention of the audience]

II. Topic and Purpose: [What is the topic you intend on presenting]

III. Motivation/Relevance: [Relevance to your interest]

IV. Credibility: [Your credibility as a speaker on the topic]

V. Thesis: [What specifically will you be informing the audience about? Include a preview of your main points]

*Transition: [Completely write out the statement you will use to transition to your first main body point]*

**Body**

1. Point 1
   1. Side A
   2. Side B

*Transition: [Completely write out the statement you will use to transition to your second main body point]*

1. Point 2
   1. Side A
   2. Side B

*Transition: [Completely write out the statement you will use to transition to your third main body point, if you have one]*

1. Point 3
2. Side A
3. Side B

*Transition: [Completely write out the statement you will use to transition to your conclusion]*

**Conclusion [write everything out in this section]**

I. [Restate your thesis in a different way than in the introduction]

II. [Memorable thought, closing statement, etc., make sure it is clear where your speech ends]