



# Speech Outline Worksheet

## Ice Breaker

Use this outline to help you organize the information you want to include in your speech.

## Speech Title:

## About Yourself/Main Points:

List two to four things about yourself that you would like fellow club members to know.

## Reasons for Joining Toastmasters (Optional):

If it's relevant to your speech, you might want to tell the audience your reason(s) for joining Toastmasters.

## Goals (Optional):

Do you have goals that you would like to achieve in Toastmasters? If so, list them here.

## **Opening**

### **A. Greeting**

You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

### **B. Capture audience interest**

Begin with something about yourself that will capture the interest and attention of the audience.

### **C. Introduce yourself**

Following your opening, provide a brief introduction. You might want to include why you joined Toastmasters.

### **D. Transition**

Write a brief statement to transition smoothly from your introduction to what you'll discuss next.

## **Body**

### **A. Main Point 1**

Use some of the About Yourself/Main Points from page 1.

### **Transition**

This is a sentence or two that connects main point 1 with main point 2.

## **B. Main Point 2**

**Transition**

## **C. Main Point 3**

**Transition**

## **Conclusion**

**D. Restate the main points of your speech**

**E. Close with impact**