



Speech Outline Worksheet

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 information about your topic that will capture the attention of the audience, such as an interesting fact about your topic that you discovered in your research.

C. Introduce your topic

D. Transition

This is a statement or sentence designed to lead smoothly into your first main point.

Body

A. Main point 1

1. Sub-point

Details and specifics about your main point.

Support/evidence

Use examples, facts, or statistics from your research to illustrate your main point and sub-point.

2. Sub-point

Support/evidence

3. Sub-point

Support/evidence

4. Transition

B. Main point 2

1. Sub-point

Support/evidence

2. Sub-point

Support/evidence

3. Transition

C. Main point 3

1. Sub-point

Support/evidence

2. Sub-point

Support/evidence

3. Transition

Signal that the conclusion of the speech is approaching.

Conclusion

A. Brief summary of your topic

B. Review main points

Main point 1

Main point 2

Main point 3

C. Close with impact

Finish with a strong statement; consider mirroring your attention-grabbing opening.