

I. Introduction

Write out your introduction word-for-word so you know *exactly* how you plan to begin your speech. It is recommended that you memorize or come close to memorizing your introduction so that you can begin with confidence and with eye contact. Whatever you do, do NOT read your introduction to us, please. Remember to start off your introduction with a “hook”, then introduce the topic, state your thesis (and underline it), and end with your preview statement.

II. Your topic

A. Your first main point

1. Write out your sub-points – talking points for your speech
2. Be sure that your talking points are PHRASES!
3. You should know your topic/information well enough that you can speak on it from phrases only
4. Don't write complete sentences or you'll just end up reading to us.
5. **Include cited sources** on your outline

B. Your second main point

1. Sub-point
2. Sub-point
3. Sub-point
  1. Detail for sub-point
  2. Etc.

C. Your third main point

1. Sub-point
2. Sub-point

III. Conclusion

Write out your conclusion word-for-word so that you have a confident ending to your speech, and don't end up trailing off. Remember to wrap things up and end MEMORABLY.

**\*\*Be sure to always print out TWO typed copies of your outline...  
one for you and one for your teacher.**