

Formal Outline ~ Speech of Personal Success

General Purpose: To inform

Specific Purpose: By the end of my speech the audience will be able to . . .

Central Idea (thesis):

You do not say anything written above the dotted line. This information is here to define what you are doing and keep you on track with your speech.

INTRODUCTION

I. Attention Getter (startling statistic, interesting fact, rhetorical question, quotation, etc)

II. State topic & adapt it to your audience (How are we connected?)

III. Central Idea

IV. Preview Main Points: (Concisely state the 3 main points you will cover in the speech body.)

Transition Statement

BODY

I. #1 Main point topic statement

A. Subpoint or supporting material

B. Subpoint or supporting material

1. Sub-subpoint or supporting material

2. Sub-subpoint or supporting material

Transition Statement

II. #2 Main point topic statement

A. Subpoint or supporting material

B. Subpoint or supporting material

C. Subpoint or supporting material

Transition Statement

III. #3 Main point topic statement

A. Subpoint or supporting material

1. Sub-subpoint or supporting material

2. Sub-subpoint or supporting material

B. Subpoint or supporting material

CONCLUSION

I. Signal Close of the Speech

II. Recap main points (restate the idea for main points 1, 2, & 3 in order).

III. Restate central idea

IV. Memorable ending (circular conclusion, final thought, quotation)