

# INTRODUCTION SPEECH OUTLINE

**Introduction** – *Remember to greet the audience and tell them your name!*

- I. Develop a strategy to get audience's attention (i.e. a story, quote, visual, question, shocking statement, etc.). Describe here:
  
- II. Tell audience why you are credible – Are you an authority or worth listening to?
  
- III. Establish listener relevance to connect your topic with the audience and show how this topic is important or beneficial to audience.
  
- IV. State a Specific Purpose/Thesis, which will tell your audience why you are speaking to them and/or what the goal of your speech is.
  
- V. Preview the main ideas or sub-points of your speech.

## **Body**

- I. 1<sup>st</sup> Subtopic:
  - A.
  - B.

Transition:

- II. 2<sup>nd</sup> Subtopic:
  - A.
  - B.

Transition:

- III. 3<sup>rd</sup> Subtopic:
  - A.
  - B.

Transition: Signals that your speech is coming to an end

## **Conclusion**

- I. Thesis Restatement
- II. Main Point Summary:
- III. Clincher or Closing strategy to connect to audience, i.e. story, example, question or quote.