

Running head: TITLE OF YOUR SPEECH

# Outline Template

The Title of Your Speech

First M. Last

California State University, Chico

**Purpose:** A full sentence describing the main reason for your speech. (Will not be said).

## **I. Introduction**

- A. **HOOK:** Attention grabbing sentence about your topic. Be creative!
- B. **THESIS:** A sentence or two that tells the audience what your speech is about.
- C. **REASON TO LISTEN:** Make a connection with your audience. Tell them why this is important and why you chose to talk about this subject.
- D. **PREVIEW OF MAIN POINTS:**
  - 1. Main Point 1
  - 2. Main Point 2
  - 3. Main Point 3

## **II. Body**

- A. State your first main point
  - 1. Sub point supporting main point
    - a. Complete sentence providing info about the sub point (Last name, Year).
  - 2. Sub point supporting main point
    - a. Complete sentence providing info about the sub point (Last name, Year).

**Transition:** *A sentence that seamlessly connects the previous main point to the second main point.*

- B. State your second main point
  - 1. Sub point supporting main point
    - a. Complete sentence providing info about the sub point (Last name, Year).
  - 2. Sub point supporting main point
    - a. Complete sentence providing info about the sub point (Last name, Year).

*Transition: A sentence that seamlessly connects the previous main point to the third main point.*

C. State your third main point

1. Sub point supporting main point
  - a. Complete sentence providing info about the sub point (Last name, Year).
2. Sub point supporting main point
  - a. Complete sentence providing info about the sub point (Last name, Year).

*Transition: A sentence that seamlessly connects the previous main point to the conclusion.*

### III. Conclusion

A. **REVIEW OF MAIN POINTS:**

1. Switch up the wording
2. Switch up the wording
3. Switch up the wording

A. **RESTATE THESIS:** Remind the audience of the main purpose of this speech and what you hope they learned.

B. **CLOSING WITH IMPACT:** Bring it full circle to your hook in the introduction.

Include a strong closing remark that clearly ends the speech.

## References

Article title when no author is listed. (2008, November 1). *Newspaper Name*, p. A17.

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