INTRODUCTION OF SPEECH

I. Open with impact (Please write attention getting material here)

II. Relate to audience (How can I relate to this topic to my audience?)

III. Establish Credibility (Why should the audience listen to you)?

IV. Central idea (May be combined with preview material)

TRANSITION: Preview required if not in IV.

BODY

I. First main point in the body of the speech
   A.
   1.
   2.
   B.
   1.
   2.
   3.

TRANSITION:

II.
   A.
   1
   2

TRANSITION:
   B.
   1.
   2.
   3.

CONCLUSION
I. Transition signal to end the speech (How do I wrap up the speech?)

II. Restate the central idea (summarize speech)

IV. End with impact

* Note the subsubpoints (1 & 2) is optional. The support material (A and B) is not. Also note you may include more than two main points if needed.