



# **Speech Outline Worksheet**

# **Opening**

#### A. Greeting

You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

## **B.** Capture audience interest

Begin with information about your topic that will capture the attention of the audience, such as an interesting fact about your topic that you discovered in your research.

## C. Introduce your topic

#### D. Transition

This is a statement or sentence designed to lead smoothly into your first main point.

Body
A. Main point 1
1. Sub-point
Details and specifics about your main point.
Support/evidence
Use examples, facts, or statistics from your research to illustrate your main point and sub-point
2. Sub-point

Support/evidence

3. Sub-point		
Support/evidence		
4. Transition		
B. Main point 2		
B. Flam point 2		
1. Sub-point		
Support/evidence		

2. Sub-point		
Support/evidence		
3. Transition		
C. Main point 3		
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1. Sub-point		
i. Sub point		
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Support/evidence		

Support/evidence		
<b>3. Transition</b> Signal that the conclusion of the speech is approaching.		
Conclusion  A. Brief summary of your topic		
B. Review main points  Main point 1		

2. Sub-point

Main point 3	
C. Close with impact	
Finish with a strong statement; consider mirroring your attention-grabbing opening.	