**NOTE**: **Use complete sentences when completing this outline. Do not use/write bullet points. You must fully write out what you intend to say and develop your points with substance. Ensure paper is double-spaced and in Times New Roman 12pt font.** If you are using this outline as your template, **please remove any item that is not in Bold (including these directions.) Additionally, make sure you take the outline to the 2nd level** and **3rd level. INTRODUCTION, BODY, and CONCLUSION are only labels and should not have any writing associated with them.**

**Work on the Body of the speech first, then the Introduction, then the Conclusion and Transitions/Connective statements. Remember, This is a template. Delete the yellow highlighted descriptions provided for each part and put in your personal information for your speech! Delete this note as well!**

**Speaker’s Name**:

**Assignment Name** Self-Introductory Speech

**Introduction (This is a label only. Do not write anything after a label)**

**Attention getter:** When you start your speech, always start with the attention getter! Material that grabs listeners’ attention and relates to the topic such as a startling fact or statistic, quote, short story, humor, or demonstration.

**Name:** My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I would like to share with you some information about my life. (you may phrase this how you like)

**Thesis/Preview of main points:** Alerts listeners to the main points in the speech.

**Transition:** A sentence that connects different points, thoughts, and details to allow them to flow naturally from one to the next.

**Body (This is a label only. Do not write anything after a label)**

1. First main (or important) idea addressed in the speech.
2. Supporting material/evidence (stories and illustrations)
3. Sub-sub point to support A.
4. Sub-sub point to support A.
5. Supporting material/evidence (stories and illustrations)
6. Sub-sub point to support B.
7. Sub-sub point to support B

**Transition:** A sentence that connects different points, thoughts, and details to allow them to flow naturally from one to the next. The transition shows the relationship between two main points and lets the audience know the speaker has completed one main point and is moving on to another.

1. Second main (or important) idea addressed in the speech.
2. Supporting material/evidence (stories and illustrations)
3. Sub-sub point to support A.
4. Sub-sub point to support A.
5. Supporting material/evidence (stories and illustrations)
6. Sub-sub point to support B.
7. Sub-sub point to support B
8. Supporting material/evidence

**Transition:** A sentence that connects different points, thoughts, and details to allow them to flow naturally from one to the next. The transition shows the relationship between two main points and lets the audience know the speaker has completed one main point and is moving on to another.

1. Third main (or important) idea addressed in the speech.
2. Supporting material/evidence (stories and illustrations)
3. Sub-sub point to support A.
4. Sub-sub point to support A.
5. Supporting material/evidence (stories and illustrations)
6. Sub-sub point to support B.
7. Sub-sub point to support B

**Transition:** A sentence that connects different points, thoughts, and details to allow them to flow naturally from one to the next.

**Conclusion (This is a label only. Do not write anything after a label)**

**Thesis restatement/Review/Summary:** A reiteration of the thesis statement, usually offered in past tense.

**Clincher/WOW Statement:** A final statement that reinforces main ideas, provides closure to the speech, and may tie back to the introduction (e.g., quote, metaphor, demonstration).