**GENERAL SPEECH OUTLINE**

*\*Note that all points should be in complete sentences to help with the development of speech. We speak in in complete sentences, make your outline reflect the way you speak.*

**SPEECH FOUNDATION:**

General Purpose: To inform, persuade, or entertain.

Specific Purpose: Define the goal of the speech to the audience.

Thesis Statement:

**INTRODUCTION**

1. Attention-Arousing Material: Gain the attention of the audience

II. Thesis Statement: Central purpose and theme of presentation.

III. Relevancy Statement: Define the ways in which this speech relates to your audience.

IV. Preview of Main Points: Tell the audience what you are going to tell them.

[Transition into body of speech]

**BODY**

*\*Three points are not needed for every speech. Some speeches require more points and others require only two points. Take a look at speaking time and coverage of content to determine appropriate length.*

 *\*Work to practice from this preparation outline first, this outline is likely what your CIHI instructor will collect before you deliver your presentation.*

 I. Main Point #1: Topic Number One

A. First Subpoint

1. Author, Publication, Date: Evidence

2. Author, Publication, Date: Evidence (if needed)

B. Second Subpoint

1. Author, Publication, Date: Evidence

2. Author, Publication, Date: Evidence (if needed)

[Transition into Main Point #2]

 II. Main Point #2: Topic Number Two

A. First Subpoint

1. Author, Publication, Date: Evidence

2. Author, Publication, Date: Evidence (if needed)

B. Second Subpoint

1. Author, Publication, Date: Evidence

2. Author, Publication, Date: Evidence (if needed)

*\*Create a shorted version of the outline when you deliver your presentation in front of an audience. See “presentation outline” in your COM 101 textbook. Practicing in this way will allow you to develop your extemporaneous delivery style.*

[Transition into Main Point #3]

 III. Main Point #3: Topic Number Three (if needed)

A. First Subpoint

1. Author, Publication, Date: Evidence

2. Author, Publication, Date: Evidence (if needed)

B. Second Subpoint

1. Author, Publication, Date: Evidence

2. Author, Publication, Date: Evidence (if needed)

[Transition into Conclusion]

**CONCLUSION**

I. Summary of Main Points

II. Thesis Statement

III. Concluding Remarks