

- Submit complete, neat, in pen and error free. Use looseleaf for rough work

This document, the outline, represents the important organization phase of your speech. The preparation guarantees your short speech has a natural and structured flow. It would fit on a recipe card. You need:

1. the main points
2. the transition devices
3. point form for supporting details.

Clearly state your topic/theme

Intro

1. Record/explain how you will introduce your topic and capture their interest.

2. State the main parts of your speech that will be introduced

Main Body – use point form to record each main point and supporting details that will have meaning and interest

First Main Point -

- *Point 1 Supporting details*

- *Transition device/word* _____

Second Main Point

- *Point 2 Supporting detail*

- *Transition device/word* _____

Third Main Point (if needed)

- *Point 3 Supporting details*

- *Transition device/word* _____

Conclusion – (here you would restate your main points) Explain how you will end the speech

