**Speech Outline – Humanities 8**

|  |  |
| --- | --- |
| **Step 1: Preparation** | |
| 1. Topic |  |
| 1. Audience |  |
| 1. Title of speech |  |
| 1. Purpose of speech |  |
| 1. Organization Pattern |  |
| **Step 2: Introduction** | |
| 1. Greeting |  |
| 1. Attention Getter |  |
| 1. Thesis statement |  |
| 1. Forecast/Overview |  |
| **Step 3: Body** | |
| 1. Main idea 1 |  |
| Supporting ideas |  |
| Details/Examples |  |
| 1. Main idea 2 |  |
| Supporting ideas |  |
| Details/Examples |  |
| 1. Main idea 3 |  |
| Supporting ideas |  |
| Details/Examples |  |
| **Step 4: Conclusion** | |
| 1. Transitional phrase |  |
| 1. Summary of main ideas |  |
| 1. Re-state Thesis |  |
| 1. Closer/Clincher or Call to Action |  |

*\*see back of page for more information*

**Organizational Pattern Choices:**

1. Cause and Effect: because event ‘A’ happened, event ‘B’ occurred
2. Problem/Solution: the problem is ‘x’, the solution is ‘y’
3. Logical: suits a broad topic that has naturally occurring sub-topics
4. Spatial or Geographic: topics dealing with physical space (i.e. tourism in Vancouver)
5. Time or Chronological: historical topics dealing with the sequence of events (WWII)
6. Advantage/Disadvantage: Use this pattern for examining the range of positive and negative aspects of an idea or event. (i.e. raising the driving age)

**Purpose**

Why are you giving this speech? Is it to persuade, inform, demonstrate, entertain, or welcome? Or is it a combination of these? What do you want it to achieve? What action do you want people to take as a result of listening to you? Your answers to all of these questions will dictate what organizational pattern you'll use for your speech, its content and tone.

**Greeting - Attention Getter:**

How are you going to greet your audience, grab their attention and compel them to listen?

It could a rhetorical question, a startling statistic, a quotation or a humorous one-liner. To be effective it must be related to your topic and apt for your audience.

**Thesis Statement:**

A one sentence summary of your speech topic and your point of view or angle.

E.I. “Maintaining a healthy environment is no longer a fanciful, fringe fad. It is a necessity.”

**Forecast/Overview:**

Brief outline of the main points to be covered

**Closer, Clincher or Call to Action**

This is your final sentence. To ensure your speech ends with a bang rather than a whimper – be creative AND knock the audience’s socks off!

From: http://www.write-out-loud.com