

Introductory Speech Sample Outline

Your name:

Title of your speech:

Introduction

- I. Write out the first sentence ("hi how are you? is not a first sentence, but you will want to offer a greeting - Good Afternoon). Be interesting, be creative...this means "catch our attention ." You may want to state your name after your first statement.
- II. The strategy will probably be to mention something about your life. This will then be the lead-in to what you will actually be talking about in the body of the speech.
- III. Specific purpose statement helps the audience know what they will understand at the end of the presentation (it is your goal). You might say "Today, I'll tell you about my dreams (or hopes, future plans etc). Use language that best suits the goal.
- IV. Thesis statement (this contains the three main points of the speech- it contains some idea of the content of the speech).
You might want to tell us something about your past, your present situation, and your future dreams, three dreams you'd like to accomplish, how this dream has been challenging or any other variation on the theme.

Body

- I. Main point #1 Use key words only. This means that beside each symbol, there will only be fragmented sentences. This will help you keep on track as you are speaking, but it will prevent you from reading word for word.

Your outline is like a road map; keeping you on track. It is not a manuscript that you read.

A. sub-point

B. B. sub-point

[Square brackets are used for transitional statements. Transitions are the backbone of the speech. External transitions are sentences that link main points together (internal transitions link sub-points). You want to write down your transition statements on your outline, so that you don't forget to include them during your presentation. You might say "[now that you know why I love animals so much, I'll explain the route I'll need to take to become a vet]

II. Main Point #2

- A. sub-point
- B. sub-point

[Once I have my degree, here's what I'd like to do] Transitions tell the audience what stage of the speech is over and what is now coming.

III. Main Point #3

- A. sub-point
- B. sub-point

Conclusion

- I. Summarize the main points (restate the thesis)
- II. End on a strong, positive note (offer a sense of closure by matching the introduction)

Additional notes

You must have at least one subdivision of material (an A and a B) for each main point. You can subdivide ideas further if needed, but this is the least you must show.

Final comments: This speech is about you, (meaning, you obviously know the material well)---but, here's a strong reminder--you still need to practice. You want to be confident enough to be able to establish and maintain lots of eye contact throughout your presentation. This is not a reading assignment. Looking down too much will ruin your credibility. Think about your presentation as though you are having a conversation with the class. Stay connected with your audience, smile, speak at a conversational rate (not too fast, and not too slow) and sound as though you are enjoying yourself. Stand up straight, (don't lean on the podium, or slouch), keep your chin up and keep your voice at an audible level. Gesture occasionally and move deliberately. It is acceptable to stand quietly behind the podium instead of moving nervously about. No hats and no gum. Clothing should be comfortable and modest. Hairstyles should not cover your face. You might want to pin your hair back if it has the habit of falling in your face. You want to keep your hands away from your face and clothing while speaking. These movements are distracting and unnecessary.

This is the first time we are seeing you. Everyone is a bit nervous, so don't worry that it's only you.