# SPEECH OUTLINE

## NAME:

## TITLE:

## ORGANIZATIONAL PATTERN:

## SPECIFIC PURPOSE:

## INTRODUCTION

ATTENTION GETTER:

## PSYCHOLOGICAL ORIENTATION (relate topic to this audience):

## LOGICAL ORIENTATION (preview main points):

## THESIS STATEMENT (state central idea, the essence of speech):

## BODY

2-5 MAIN POINTS PREFERRED  
USE ONLY COMPLETE SENTENCES

1. MAIN POINT (state as a single declarative sentence):
2. SUBPOINT (should be parallel, of equal importance to, and mutually exclusive to subpoints B & C):
3. SUBPOINT
4. SUBPOINT

TRANSITION

1. MAIN POINT (state as a single declarative sentence):
2. SUBPOINT (should be parallel, of equal importance to, and mutually exclusive to subpoints B & C):
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TRANSITION

1. MAIN POINT (state as a single declarative sentence):
2. SUBPOINT (should be parallel, of equal importance to, and mutually exclusive to subpoints B & C):
3. SUBPOINT
4. SUBPOINT

CONCLUSION

## LOGICAL CLOSURE (restate main points and thesis):

## PSYCHOLOGICAL CLOSURE (relate importance and relevance to this audience):

## CLINCHER (end with a bang not a whimper):

REMINDER: NEED TO INCLUDE REFERENCE LIST IN APA FORMAT

*Sample:*

Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM, 45*(7), 103-108.