Speaker: [Your Name]

Speech Topic: [Topic]

Speech Title: [Title]

Speech Type: [Persuasive –or– Informative –or– Special Occasion]

Audience Analysis:

- **Knowledge**: [What do your listeners know about the topic?]
- **Attitudes**: [How does your audience feel about the topic? What can you do to create or reinforce a positive attitude?]
- **Expectations**: [Why will your audience be present for your speech? What are they expecting to hear?]
- **Demographics**: [Describe the audience’s demographics. How might those factors influence your presentation?]
- **Setting**: [What will your speech setting be?]

Speech Purpose: [Write a specific purpose that expresses in action form what you hope to achieve with your speech.]

Thesis Statement: [Write a single declarative sentence expressing the theme or central idea of your speech.]

Introduction:

- **Getting Attention**: [Gain the audience’s attention.]
- **Topic and Purpose**: [Summarize your topic and purpose.]
- **Main Points**: [Preview the main points.]
- **Relevance**: [Make the topic relevant for your audience.]
- **Credibility**: [Establish credibility as a speaker.]

Organizational Pattern: [Enter the organizational pattern used for your main points.]
Body:

[Replace the bracketed information with the contents of your speech. Revise the outline by editing your points, rearranging them if necessary, and adding supporting points.]

I. [First idea (strongest)] (* Note any visual aid(s) you plan to include)
   A. [Support] (* Note visual aids)
      1. [Example] (* Note visual aids)
      2. [Example] (* Note visual aids)
   B. [Support] (* Note visual aids)
      1. [Example] (* Note visual aids)
      2. [Example] (* Note visual aids)
   C. [Support] (* Note visual aids)
      1. [Example] (* Note visual aids)
      2. [Example] (* Note visual aids)

Transition: [Write a sentence that will help your audience connect one main point to the next.]

II. [Second idea (second strongest)] (* Note any visual aid(s) you plan to include)
    A. [Support] (* Note visual aids)
       1. [Example] (* Note visual aids)
       2. [Example] (* Note visual aids)
    B. [Support] (* Note visual aids)
       1. [Example] (* Note visual aids)
       2. [Example] (* Note visual aids)
    C. [Support] (* Note visual aids)
       1. [Example] (* Note visual aids)
       2. [Example] (* Note visual aids)

Transition: [Write a transition that will help your audience make the connection from one main point to the next.]

III. [Third idea (weakest)] (* Note any visual aid(s) you plan to include)
    A. [Support] (* Note visual aids)
       1. [Example] (* Note visual aids)
       2. [Example] (* Note visual aids)
    B. [Support] (* Note visual aids)
       1. [Example] (* Note visual aids)
       2. [Example] (* Note visual aids)
    C. [Support] (* Note visual aids)
       1. [Example] (* Note visual aids)
       2. [Example] (* Note visual aids)
Conclusion

Closing Signal: [Signal the close of your speech.]

Main Points: [Summarize your main points.]

Topic and Purpose: [Repeat your topic and speech purpose.]

Audience Response: [Challenge the audience to respond.]

Memorable Close: [Make the conclusion memorable.]