

Speech outline

1 Introduction (tell the audience what you're going to talk about)

- a. State the main reason for your speech
- b. Summarise your three main points

2 Body (tell them with some detail)

- a. First point – start with a strong point to keep the audience interested
- b. Second point
- c. Third point – finish with your strongest point, to leave the audience with something memorable

3 Conclusion (tell the audience what you just told them)

- a. Re-state your three main points in a sentence or two.
- b. Finish with a compelling remark or a call to action