

Speech Layout

Section	Structure	Details
1 Introduction (tell the audience what you're going to talk about)	State the main reason for your speech:	
		Summarise your three main points: 1
		2
		3
2 Body (tell them, with some detail)	First point (start with a strong point to keep the audience interested):	
		Second point:
		Third point (finish with your strongest point, to leave the audience with something memorable):
3 Conclusion (tell the audience what you just told them)	Re-state your three main points in a sentence or two:	
		Finish with a compelling remark or a call to action: