

Simple Informative Speech Outline Example

Note: Keep your audience in mind before creating the outline for your speech

I. Introduction

- A. Attention-Grabber: Ask the audience a thought-provoking question or share an interesting statistic about the topic
- B. Introduce Yourself: Give a brief introduction of yourself and why you're experienced to speak on this topic
- C. Overview of Topic: Describe the topic in one or two sentences

II. Body

- A. Main Point 1: Describe the first main point and provide supporting evidence
- B. Main Point 2: Describe the second main point and provide supporting evidence
- C. Main Point 3: Describe the third main point and provide supporting evidence
- D. Main Point 4: Describe the fourth main point and provide supporting evidence

III. Conclusion

- A. Summary of Main Points: Summarize the points discussed during your speech
- B. Final Thought: End with an inspiring or impactful quote or statement to leave a lasting impression on the audience
- C. Call to Action: Tell the audience what to do next or how they can make a difference

D. Thank You: Finish with a thank you to the audience for their time and attention.

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