INTRODUCTION TO SPEECH/WRITING

Outline Format

The following format is what I would like you to use for Introduction to Speech class. Keep in mind that not all teachers use the same format. This may not be the form you use for other classes or in the future.

1. Introduction
   1. Attention Catcher
   2. Thesis Statement
   3. Points to be covered
      1. Point 1
      2. Point 2
      3. Point 3
2. Body
   1. Point 1
      1. Details
      2. Details
      3. Details
   2. Point 2
      1. Details
      2. Details
      3. Details
   3. Point 3
      1. Details
      2. Details
      3. Details
3. Conclusion
   1. Restated Thesis
   2. Points that were covered
      1. Point 1
      2. Point 2
      3. Point 3
   3. Clincher

If you have an A, you must have a B. If you have a 1, you must have a 2. Obviously you will have more than two or three details for each point. This handout is simply to show you the correct form. You may of course cover more than three topics. If you have any questions, please see me.