

BASIC SPEECH OUTLINE

The Seven Main Ingredients that all speeches should contain.

INTRODUCTION

1. **ATTENTION STEP**---Get the listener's attention with a story, a quote, a bold statement, a statistic, a personal reference, or something "ear-catching."
2. **PREVIEW**---Prepare the audience to listen well by telling what you will be covering and why. Preview the MAIN POINTS you'll be covering in your speech. For example---"Today, I'd like to talk to you about three ways in which our environment is being destroyed: water pollution, air pollution, and solid waste landfills."

BODY

The body of your speech will contain a number of MAIN POINTS. THREE is always a comfortable number of main points for listeners to follow, so it tends to be the most usual choice. Of course you'll have more than three things to say! But see if you can fit all the items you want to cover into three main areas or categories. Sometimes, these points have an obvious arrangement you can use, like "past, present, future or 1st, 2nd and 3rd". But often, you might have three independent main points and it is up to you to decide the arrangement of them. Try using the "Bang, bing, BOOM" technique:

START with your 2nd strongest point.....that's your "Bang"

CONTINUE with your weakest point.....that's your "bing"

FINISH with your strongest point.....that's your "BOOM"

Why is this a good structure? You open with a "Bang," so your audience gets a good impression from the start. You put the "Bing" in the middle, where its weakness won't be noticed so much. You save the "BOOM" for the end, so you can leave your audience with your best stuff!

3. **MAIN POINT #1**---(Bang)

Supporting information, explanation, examples, etc.

4. **MAIN POINT #2**---(Bing)

Supporting information, explanation, examples, etc.

internal summary--now is a good time to remind the listeners what you've covered and preview what comes next. Example--"I've explained how water and air are being polluted. But perhaps the most threatening is the amount of solid waste accumulating in landfills."

5. **MAIN POINT #3**---(BOOM)

Supporting information, explanation, examples, etc.

CONCLUSION

6. **REVIEW**---recap what you've told us in your speech."Once again, the three main areas where our environment is suffering is water, air, and land."

7. **TAG or "FINAL PUNCH"**---Like the Attention Step, this should be something "ear catching"...a story, a quote, a final thought you'd like to leave us with.