Speech Outline Formatting Guide

**Title:** Organizing Your Public Speech  
**Topic:** Organizing public speeches  
**Specific Purpose Statement:** To inform listeners about the various ways in which they can organize their public speeches.  
**Thesis Statement:** A variety of organizational styles can be used to organize public speeches.

**Introduction**  
Paragraph that gets the attention of the audience, establishes goodwill with the audience, states the purposed of the speech, and previews the speech and its structure.

(Transition)

**Body**  
I. Main point  
   a. Sub-point  
   b. Sub-point  
   c. Sub-point  
      i. Supporting point  
      ii. Supporting point

(Transition)

II. Main point  
   a. Sub-point  
      i. Supporting point  
      1. Example  
      2. Example  
   ii. Supporting point  
   b. Sub-point

(Transition)

**Conclusion**  
Paragraph that prepares the audience for the end of the speech, presents any final appeals, and summarizes and wraps up the speech.

**Bibliography**