

This is a sample outline/guide for Introducing your classmate. After you gather and organize your information from your interview you could fill this out or type up your own outline using this one as a guide. If you decide to use this for your speaking outline please write legibly if you plan on using this during your speech. Just outline the information--Keywords and phrases. This is not a manuscript. **Do not write out everything you are going to say during the speech – Outline your information.**

INTRODUCTION

I. (Attention Getter) _____

II. (Reveal your topic) _____

III. (Establish Credibility) _____

IV. (Preview) _____

(TRANSITION: _____)

BODY

I. (First Main Point --main points are full sentences) _____

A. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

B. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

C. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

(TRANSITION: _____)

II. (Second Main Point --main points are full sentences) _____

A. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

B. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

C. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

(TRANSITION: _____)

III. (Third Main Point --main points are full sentences) _____

A. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

B. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

C. (Subpoint) _____

1. (Sub-subpoint) _____

2. (Sub-subpoint) _____

(TRANSITION: _____)

CONCLUSION

I. (Summary of Main points) _____

II. (Closing -- Clincher -- Tie this back to Attention Getter) _____