

Topic

General Purpose: To Inform

Specific Purpose: To inform my audience about.....

Central Idea/Thesis Statement/Theme

Introduction:

This contains an opening statement, a preview of your three main points and a statement leading into your speech. Should be between six to 10 short sentences. (10% of your content)

**Main Point 1.** A full statement of what your first main point is.

- a. a fact/statements to support main point 1.
- b. a fact/statements to support main point 1.
- c. a fact/statements to support main point 1.

Transition statement: a full statement taking us from main point 1 to main point 2.

**Main Point 2.** A full statement of what your second main point is.

- a. a fact/statements to support main point 2.
- b. a fact/statements to support main point 2.
- c. a fact/statements to support main point 2.

Transition: statement taking us from main point 2 to main point 3.

**Main Point 3.** A full statement of what your third main point is.

- a. a fact/statements to support main point 3.
- b. a fact/statements to support main point 3.
- c. a fact/statements to support main point 3.

Transition: statement taking us from main point 3 to conclusion.

**Conclusion:** Introductory statement letting audience know you are ending your speech. Then provide a summary of your three main points.

So this should reinforce the information in your introduction and body content.

Then, end the speech with a few closing statements.

(Conclusion should comprise 10% of your speech.)

**Bibliography** (Alphabetical order)