Instructions

* Replace placeholder text with your text
* Your outline should not include complete paragraphs
* Do not write the entire speech or an essay

Speech Topic or Title By Your Name COM201

Instructor Name Today’s Date

**Your Topic**

# Introduction

* 1. Quote, anecdote, or personal experience to capture your audience’s attention
  2. Ideas or statement that build up to the main reason for the speech
  3. Summarize the main idea and briefly state the main points
     1. Summary of main point
     2. Main point 1
     3. Main point 2
     4. Main point 3, optional

# First Main Point

* 1. Supporting material 1
  2. Supporting material 2
  3. Supporting material 3, if you have one

# Second Main Point

* 1. Supporting material 1
  2. Supporting material 2
  3. Supporting material 3, if you have one

# Third Main Point

* 1. Supporting material 1
  2. Supporting material 2
  3. Supporting material 3, if you have one

# Conclusion

* 1. Restate main point 1
  2. Restate main point 2
  3. Restate main point 3, if you have one
  4. Summarize the ideas presented
  5. Restate introduction or conclude with a compelling remark