

# Speech outlining in 4 steps

**The process of outlining a speech is broken down into 4 essential steps.**

(Click a heading to find out more about each one)

## 1. Preparation-

- deciding on your topic
- considering the audience and refining your topic to suit them
- deciding on the purpose of the speech
- choosing an organizational method to support your speech purpose

## 2. Introduction-

- opening greeting and attention getter
- defining your thesis statement (a summary of what your speech is about)
- establishing your credibility
- an overview and the benefit to the audience

## 3. Body-

- transition or link between introduction and body
- main ideas with supporting ideas
- examples and details

## 4. Conclusion-

- summary of main points
- closer or call to action

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