Writing a Speech

1. [Preparation](http://www.write-out-loud.com/sample-speech-outline.html#preparation)**-**
   * deciding on your topic
   * considering the audience and refining your topic to suit them
   * deciding on the purpose of the speech
2. [Introduction](http://www.write-out-loud.com/sample-speech-outline.html#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](http://www.write-out-loud.com/sample-speech-outline.html#body)**-**
   * transition or link between introduction and body
   * main ideas with supporting ideas
   * examples and details
4. [Conclusion](http://www.write-out-loud.com/sample-speech-outline.html#conclusion)**-**
   * summary of main points
   * closer or call to action