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