Speech Outline Worksheet

Ice Breaker

Use this outline to help you organize the information you want to include in your speech.

Speech Title_____

About Yourself/Main Points

List two to four things about yourself that you would like fellow Speechcrafters and Toastmasters club members to know.

1. _____
2. _____
3. _____
4. _____

Reasons for Joining Toastmasters (Optional)

If it's relevant to your speech, you might want to tell the audience your reason(s) for joining Toastmasters.

_____

_____

_____

_____

Goals (Optional)

Do you have goals that you would like to achieve in Toastmasters? If so, list them here.

1. _____
2. _____
3. _____
4. _____

Opening

A. Greeting

You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

B. Capture audience interest

Begin with something about yourself that will capture the interest and attention of the audience.

C. Introduce yourself

Following your opening, provide a brief introduction. You might want to include why you joined Toastmasters.

D. Transition

Write a brief statement to transition smoothly from your introduction to what you'll discuss next.

Body

D. Main point 1

Use some of the About Yourself/Main Points from page 1.

Transition

This is a sentence or two that connects main point 1 with main point 2.

B. Main point 2

Transition

C. Main point 3

Transition

Signal that the conclusion of the speech is approaching.

Conclusion

D. Restate the main points of your speech

E. Close with impact

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