

# 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 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.

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### 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.

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### B. Capture audience interest

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

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### C. Introduce yourself

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

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### D. Transition

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

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**Body**

**A. Main point 1**

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

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**Transition**

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

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**B. Main point 2**

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**Transition**

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C. Main point 3

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**Transition**

Signal that the conclusion of the speech is approaching.

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**Conclusion**

D. Restate the main points of your speech

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E. Close with impact

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