

Outline for a speech

Title of your speech

Topic

Date of presentation

I. Introduction

A. Capture your audience's attention with a quote, anecdote, or personal experience

B. Build up to your case or the main reason for your speech

C. Summarize the main idea of your speech. Quickly state your three main points

1. First Main Point
2. Second Main Point
3. Third Main Point

II. First Main Point: Working with outline numbered text in Microsoft Word

A. You can move an outline numbered item to the appropriate numbering level

1. On the Formatting toolbar:
 - a) To demote the item to a lower numbering level
 - (1) click a list number
 - (2) click Increase Indent.
 - b) To promote the item to a higher numbering level
 - (1) click a list number
 - (2) click Decrease Indent.