

# 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.

---

---

---

---

### 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

### A. 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

---

---

---