

Speech Outline Planning Sheet: Guided Notes

Introduction Section

Purpose: The introduction is your chance to _____ your audience and make them interested in your topic.

Guiding Questions to Consider:

- What is your topic about?
- Why should your audience care about this topic?
- What will you tell them about?

Key Elements to Include:

1. An attention-grabber (a question, quote, or interesting fact):

2. Background information about your topic: _____

3. Your thesis statement (main idea): _____

Space for Your Ideas:

Body Section - Main Point 1

Purpose: This section should explain your _____ main idea with supporting details.

Guiding Questions to Consider:

- What is your first main point?
- What evidence or examples support this point?
- How does this connect to your thesis?

Key Elements to Include:

1. Topic sentence for Point 1: _____
2. Supporting detail or example: _____
3. Explanation of why this matters: _____

Space for Your Ideas:

Body Section - Main Point 2

Purpose: This section introduces your _____ main idea with new supporting details.

Guiding Questions to Consider:

- What is your second main point?
- How is this different from Point 1?
- What examples or evidence support this point?

Key Elements to Include:

1. Topic sentence for Point 2: _____
2. Supporting detail or example: _____
3. Connection to your overall message: _____

Space for Your Ideas:

Body Section - Main Point 3

Purpose: This section presents your _____ main idea to strengthen your argument.

Guiding Questions to Consider:

- What is your third main point?
- How does this point build on the previous points?
- What final evidence supports this point?

Key Elements to Include:

1. Topic sentence for Point 3: _____
2. Supporting detail or example: _____
3. How this point concludes your main argument: _____

Space for Your Ideas:

Conclusion Section

Purpose: The conclusion should _____ your main ideas and leave your audience with something to remember.

Guiding Questions to Consider:

- What is the most important thing you want your audience to remember?
- How will you restate your main idea?
- What action or thought do you want to leave them with?

Key Elements to Include:

1. Restatement of your thesis in a new way: _____
2. Summary of your main points: _____
3. Final thought or call to action: _____

Space for Your Ideas:

Answer Key

Introduction Section

- **Blank 1:** engage, capture, or hook
- **Blank 2 (Attention-grabber example):** Answers will vary (should be a question, quote, or interesting fact related to the topic)

- **Blank 3 (Background information example):** Answers will vary (should provide context about the topic)
- **Blank 4 (Thesis statement example):** Answers will vary (should state the main idea of the speech)

Body Section - Main Point 1

- **Blank 1:** first
- **Blank 2 (Topic sentence example):** Answers will vary (should introduce the first main point)
- **Blank 3 (Supporting detail example):** Answers will vary (should provide evidence or examples)
- **Blank 4 (Explanation example):** Answers will vary (should explain the significance)

Body Section - Main Point 2

- **Blank 1:** second
- **Blank 2 (Topic sentence example):** Answers will vary (should introduce the second main point)
- **Blank 3 (Supporting detail example):** Answers will vary (should provide evidence or examples)
- **Blank 4 (Connection example):** Answers will vary (should link to the overall message)

Body Section - Main Point 3

- **Blank 1:** third
- **Blank 2 (Topic sentence example):** Answers will vary (should introduce the third main point)
- **Blank 3 (Supporting detail example):** Answers will vary (should provide evidence or examples)
- **Blank 4 (Conclusion example):** Answers will vary (should show how this strengthens the argument)

Conclusion Section

- **Blank 1:** summarize, restate, or reinforce
- **Blank 2 (Restatement example):** Answers will vary (should express the thesis differently)
- **Blank 3 (Summary example):** Answers will vary (should briefly review main points)
- **Blank 4 (Final thought example):** Answers will vary (should leave a lasting impression)