Outline Structure

1. Introduction
   1. Attention Statement
   2. Reveal Topic/Thesis (purpose)
   3. Justification (reason to listen)
   4. Preview Main Points

(Transition Sentence)

1. Body
   1. First Main Point
      1. Give supporting details – A.
      2. More supporting details – A.

(Transition Sentence)

* 1. Second Main Point
     1. Give supporting details – B.
        1. More supporting details – 1.
        2. Even more details – 1.
     2. More supporting details – B.
        1. More supporting details – 2.
           1. More details – a.
           2. Even more– a.
        2. More supporting details – 2.
           1. More details – b.
           2. Even more – b.

(Transition Sentence)

* 1. Third Main Point
     1. Give supporting details – C.
     2. More supporting details – C.
        1. More details – 2.
        2. Even more – 2.

1. Conclusion
   1. Review Main Points
   2. Restate the Topic and Thesis
   3. Re-justify the Topic
   4. Tie back to the Attention Statement
   5. Clincher (Quote, Memorial Last Words)

Remember:

1. Include the three main parts of your speech in your outline (Introduction, Body, Conclusion) and add appropriate transitions between your main points.
2. Indentify each main point in your speech with a capital letter (A, B, C, D). Identify supporting points with numbers (1, 2, 3, 4) and additional levels of supporting points with lowercase letters (a, b, c, d).
3. Follow standard outline style to ensure consistency in symbols and indentation.
4. Use only one idea per letter or numeral.
5. State each main point as a single sentence.
6. If you have an ‘A’, you must have a ‘B’. There is no ‘1’ without a ‘2’ and no ‘a’ without a ‘b’.
7. The body usually has three or four main points (capital letters).
8. Your outline must be logical.
9. **Remember to STAIR-STEP (indent) when appropriate - putting the symbols under the first letter of the sentence above. This will improve your eye contact.**
10. **Your outline MUST be done in OUTLINE FORM.**