Name

Miss Skirtich

Communications

Date

**"Catchy Title"**

General Purpose: To (**Inform, Persuade, Demonstrate, or Entertain**)

1. **Introduction**
   1. **Hook** (Select one of these strategies and put it in parenthesis on your outline: unique event, rhetorical question, non-verbal communication, startling statement, startling statistic, humor, or quotation).
   2. **Link** - link the speaker (you), the message (your topic), and the audience (your classmates)
   3. **Thesis -** restate your central idea or proposition
   4. **Preview -** state two or three areas you will cover in your thesis
      1. Will correspond to A in the body
      2. Will correspond to B in the body
      3. Will correspond to C in the body
2. **Body** (Select one of the following organizational strategies: topical, chronological, question and answer, cause and effect, rhetorical question, or spatial)
3. **Heading phrase**
   1. Full sentence point one
   2. Full sentence point two
   3. Full sentence point three
4. **Heading phrase**
   1. Full sentence point one
   2. Full sentence point two
   3. Full sentence point three
5. **Heading phrase**
   1. Full sentence point one
   2. Full sentence point two
   3. Full sentence point three
6. **Conclusion**
7. **Final Statement** (select one of these concluding strategies: summary, restatement,

highlighting, rhetorical question, or quotation)

*\*\*In a five-minute speech, about 1-1.5 minutes should be devoted to the introduction, 3-3.5 minutes to the body, and about 30 seconds to the conclusion. Prepare the body first!*