

A typical speech outline

Introduction

- A. Attention Getter
- B. Apply topic to audience
- C. Preview main points

Body

- A. Main Point
 - Support
 - Support
- B. Main Point
 - Support
 - Support
- C. Main Point
 - Support
 - Support

Conclusion

- A. Review main points
 - B. Strong ending
- (call to action if it is a persuasive speech)

NOTE: Instructors vary in the specific things they want in a formal outline, this is just a basic guide.

Northwest Vista College
Speech Lab

Live Oak Hall 116

486-4639

Walk-ins Welcome
Appointments Recommended

**Our lab can assist you
with inventing, organizing, and
delivering any class
presentation**



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Speaking Across NVC

▶ Creating and
Supporting
Main Points



Don't be Scared—Be Prepared



Creating and Supporting Main Points

Main points...

- ◆ Should introduce only one point
- ◆ Express a main idea that is part of the theme of the speech
- ◆ Make statement or claim in support of the thesis
- ◆ Should be expressed as declarative statements to emphasize points and make them stand out from each other
- ◆ Should help keep the audience on track and properly oriented to the message
- ◆ Should be in a logical order

Most beginning speeches have three main points, with each main point having two to three items supporting it.

If you need assistance in finding current, accurate information on your topic, speak to a librarian

Support Material:

Examples – can be real or hypothetical, they illustrate, describe, or represent something. They aid in understanding by making ideas, items, or events more concrete; they also create interest and add color to your speech.

Stories – can be a small part of the presentation or serve as a basis for the speech itself. They make the speech interesting and relatable.

Testimony – provides evidence and credibility. It can be firsthand findings, eyewitness accounts, and opinions of experts or peers.

Facts – actual events, dates, times, people involved, and places that can be independently verified.

Statistics – summarize information and provide support for claims.



(An example of a speech body on the subject of touch)

- A. Touch expresses affection
 1. Touch poem from Magazine
 2. Research on infants need for touch – with statistics
 3. How a hug helps reduce stress for me
- B. Touch can be used to intimidate
 1. Story of Mr. Black
 2. Examples of unwanted touch
- C. How to give and receive touch appropriately
 1. Blog comments that show people wanting and not wanting to be touched
 2. Tips given on website