Self-Introduction Speech Preparation Outline Template

[Please note that this is just an example of how each section might look. You may have more or fewer parts to the body section of your speech, and more or fewer sub- and sub-sub-points.]

Title of Speech

I. Introduction
- a. Grab the audience's attention
- b. Clearly state the topic
- c. Preview your main points

II. Body
- a. Main point 1
    - i. Sub-point [*one part of the main point*]
        1. Sub-sub-point [*develop your ideas with details, stories, examples, evidence, quotes, statistics, etc.*]
        2. Sub-sub-point
    - ii. Sub-point
        1. Sub-sub-point
- b. Main point 2
    - i. Sub-point
        1. Sub-sub-point
        2. Sub-sub-point
    - ii. Sub-point
        1. Sub-sub-point
- c. Main point 3
    - i. Sub-point
        1. Sub-sub-point

        ii. Sub-point

           1. Sub-sub-point

III. Conclusion

    a. Reiterate your main points

    b. End on a strong note