

Sample Speech Outline

I. Introduction: *Use a complete sentence to introduce the speeches topic/purpose.*

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II. Body: *Create a complete transition sentence to set up the details of the speech, the story, the conversation...*

- Detail in word or short phrase
- Hit another point
- Next point

III. Conclusion: *Develop a concluding sentence that reminds us what the speech was about and sums up thoughts and purpose.*

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