

Basic Structure

All essays, speeches, and presentations will have the same basic structure, including an introduction, a body, and a conclusion. Using an outline like the one below can help students keep their ideas organized and supported.

Introduction

Attention Getting Device, a.k.a “a hook”

Preview/Overview of the Speech

Body of the Speech

(Should have no more than 3 main points, but you can use sub points)

Main Point 1

Sub point 1

Sub point 2

Main Point 2

Sub point

Main Point 3

Sub point

Conclusion

Summary Statement

Concluding Remarks

Call to Action

Thank You