

OUTLINE STYLE USED

- I. Introduction
 - A. This will be the first sentence of the attention-getting device.
 - B. This sentence will probably narrow the topic area
 - C. If not separated into II, this will be the thesis.
 - D. If desired, this sentence may be a preview of the body.
- II. Thesis: This will be a single, clear, concise declarative sentence telling the audience the principle idea of the speech.
- III. Body
 - A. This will be the first main point, presented in a single, complete sentence.
 - 1. first subpoint of main point A, or first piece of supporting material
 - a. first piece of evidence supporting subpoint 1
 - b. second piece of evidence supporting subpoint 1
 - 2. second subpoint of main point B, or second piece of supporting material
 - B. This will be the second main point, presented in a single complete sentence.
 - 1. first subpoint of main point B, or first piece of supporting material
 - 2. second subpoint of main point B, or second piece of supporting material
 - 3. third subpoint of main point B, or third piece of supporting material
 - C. This will be the third main point, presented in a single, complete sentence.
 - 1. first subpoint of main point C, or first piece of supporting material
 - 2. second subpoint of main point C, or second piece of supporting material
- IV. Conclusion
 - A. This sentence will transition into conclusion, signposting the impending end of the speech.
 - B. This will be the first sentence of whatever device has been chosen for conclusion

Note: You can't have an "A" without a "B", or a "1" without a "2".
Only capital letter main points must be in complete sentences.

There should be no more than six main points in the Body [A-F].

The thesis may be part of the introduction, reducing the total number of speech parts to three [Introduction I, Body II, Conclusion III].