Use this outline to help you organize the information you want to include in your speech.

Speech Title

About Yourself/Main Points
List two to four things about yourself that you would like fellow club members to know.

1. 
2. 
3. 
4. 

Reasons for Joining Toastmasters (Optional)
If it’s relevant to your speech, you might want to tell the audience your reason(s) for joining Toastmasters.

Goals (Optional)
Do you have goals that you would like to achieve in Toastmasters? If so, list them here.

1. 
2. 
3. 
4. 
Opening

A. Greeting
You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

B. Capture audience interest
Begin with something about yourself that will capture the interest and attention of the audience.

C. Introduce yourself
Following your opening, provide a brief introduction. You might want to include why you joined Toastmasters.

D. Transition
Write a brief statement to transition smoothly from your introduction to what you’ll discuss next.
Body

A. Main point 1
Use some of the About Yourself/Main Points from page 1.

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Transition
This is a sentence or two that connects main point 1 with main point 2.

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B. Main point 2

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Transition

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C. Main point 3

D. Restate the main points of your speech

E. Close with impact

Transition
Signal that the conclusion of the speech is approaching.