

# Outline for a speech

Title of your speech

Topic

Date of presentation

## I. Introduction

**A. Capture your audience's attention with a quote, anecdote, or personal experience**

**B. Build up to your case or the main reason for your speech**

**C. Summarize the main idea of your speech. Quickly state your three main points**

1. First Main Point
2. Second Main Point
3. Third Main Point

## II. First Main Point: Working with outline numbered text in Microsoft Word

**A. You can move an outline numbered item to the appropriate numbering level**

1. On the Formatting toolbar:
  - a) To demote the item to a lower numbering level
    - (1) click a list number
    - (2) click *Increase Indent*.
  - b) To promote the item to a higher numbering level
    - (1) click a list number
    - (2) click *Decrease Indent*.