Outline for a speech

Title of your speech

Topic

Date of presentation

# Introduction

## Capture your audience’s attention with a quote, anecdote, or personal experience

## Build up to your case or the main reason for your speech

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

### First Main Point

### Second Main Point

### Third Main Point

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

## You can move an outline numbered item to the appropriate numbering level

### On the Formatting toolbar:

#### To demote the item to a lower numbering level

##### click a list number

##### click Increase Indent.

#### To promote the item to a higher numbering level

##### click a list number

##### click Decrease Indent.

## You can use this procedure to help you plan your speech and organize your thoughts.

# Second Main Point: Creating a Microsoft PowerPoint presentation from a Word outline

## About creating a PowerPoint presentation from a Word Outline

### PowerPoint uses the heading styles in your Word document

#### Heading styles are applied when you use numbered outlines

##### Heading styles are already turned on for you in this template.

##### For example, each paragraph formatted with the Heading 1 style becomes the title of a new slide, each Heading 2 becomes the first level of text, and so on.

## Procedure

### Open the document you want to use to create a PowerPoint presentation.

### On the File menu, point to Send To, and then click Microsoft PowerPoint.

## This procedure makes it easy for you to create a PowerPoint presentation based on the notes you’ve prepared for your speech in Word.

# Main Point 3: Creating an outline from an existing document allows you to build on work you’ve already done

## If you use heading styles to create longer documents, you can see a document's organization in Outline view, and use it to prepare your speech.

## To learn more about Outline view, see Microsoft Word Help.

# Conclusion

## Restate your three main points

### First Main Point

### Second Main Point

### Third Main Point

## Summarize the ideas you’ve presented

## Return to your introduction or conclude with a compelling remark

1. **References**