

Speech Organizer

Opening: attention-getting device (story, humorous anecdote, compelling fact or statistic)	
Preview of what's to come and/or transition from opening to body of speech	
Body of speech (note any statistics, quotes, evidence, or visual aides that fit in with each point)	Point 1
	Point 2
	Point 3
Conclusion (a.k.a. clincher, wrap-up, point you want to restate)	
Final statement (What is the very last thought you want to leave with your audience?)	