Parts of a Speech

Introduction

- **Attention Getter:** Your attention getter should catch your audience’s attention about your topic. Popular attention getters can be stories, quotes, alarming statistics, or questions. Be creative.
- **Credibility:** This statement should establish why you are a credible source on the topic. Have you done extensive research? Worked in a specific field? This is where you highlight your experience regarding your topic. Talk yourself up!
- **Thesis:** Your thesis or central idea should sum up the overall idea of your speech. Your supporting evidence should always relate to your thesis.
- **Preview Statement:** Your preview statement should highlight the main points that you are going to address in your speech. This gives your audience cues to listen for when listening to your speech.

Body

- **Main Points:** Main points should back up your thesis statement with evidence. Most speeches have between 2-4 main points, but 3 is generally the magic number.
- **Sub-points:** Sub-points should provide evidence to back up your main points, such as quotes, statistics, and examples. Each main point should have a similar number of sub-points to keep the speech balanced.
- **Transitions:** Sometimes referred to as sign posting, transitions are key in a speech. Transitions should be between your introduction and body, between your main points, and between the body and the conclusion. Transitions aid in flow and allow the audience to follow the speech.

Conclusion

- **Restate Thesis/Main Points:** Remind your audience of the topics discussed in the speech. Remember, restate these ideas in different words so your speech is not too repetitive.
- **Impact Statement:** This should be a strong statement that closes out your speech. Popular choices for impact statements include: a call to action, a look towards the future, a strong quote, or a connection to an idea in the introduction. Remember, if you can’t imagine yourself “dropping the mic” at the end of your speech, you should probably rewrite your impact statement!