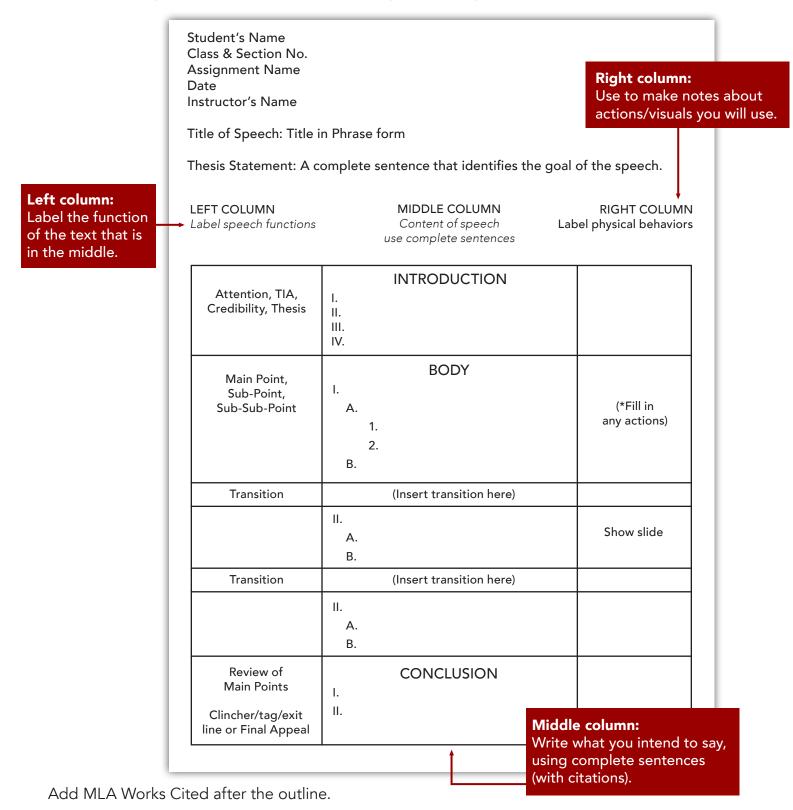# Using the Three-Column Outline
Overview and Tips

- Include a heading, a four-part introduction, a three-part main body, and a two-part closing; make sure to save your copy on a computer or external drive while working.
- Use complete sentences in the body of the speech for all points.

Student's Name
Class & Section No.
Assignment Name
Date
Instructor's Name

Title of Speech: Title in Phrase form

Thesis Statement: A complete sentence that identifies the goal of the speech.

Right column:
Use to make notes about actions/visuals you will use.

Left column:
Label the function of the text that is in the middle.

LEFT COLUMN *Label speech functions*	MIDDLE COLUMN *Content of speech use complete sentences*	RIGHT COLUMN Label physical behaviors
Attention, TIA, Credibility, Thesis	INTRODUCTION I. II. III. IV.	

Main Point, Sub-Point, Sub-Sub-Point	BODY
	I.
	  A.
	    1.
	    2.
	  B.
		(*Fill in any actions)

Transition	(Insert transition here)	

	II.
	  A.
	  B.
		Show slide

Transition	(Insert transition here)	

	II.
	  A.
	  B.	

Review of Main Points Clincher/tag/exit line or Final Appeal	CONCLUSION I. II.	

Middle column:
Write what you intend to say, using complete sentences (with citations).

Add MLA Works Cited after the outline.

What Will Monroe's Look Like in Your Speech?

What should I Do Now?

INTRODUCTION

Attention:
- I. Attention-Getter
- II. TIA (Relevancy)
- III. Credibility
- IV. Thesis

BODY

Need:
- I. What needs to change?
  (This first point convinces us there is a problem.)
  - A. Support and evidence
  - B. Support and evidence

The Problem

Satisfaction:
- II. This is how we solve it.
  (This should be big picture.)
  - A. Example new idea
  - B. Example change in strategy

The Plan

Visualization:
- III. What a wonderful world this would be once the plan is in place.
  - A. Examples (linked with needs)
  - B. Examples

The Benefits

CONCLUSION

Action:
- I. This is what we have to do (be specific).
  - A. Write a letter to _____.
  - B. Stop eating _____.
  - C. Donate money to _____.
  - D. Start exercising.
  - E. Sign this petition.
- II. Review main points
- III. Clincher

The Audience's To-Do List
(2-3 steps)