

School Assembly Speech Outline for Guest Speakers

1. Introduction

Greeting the audience

Brief self-introduction

Purpose of the speech

2. Main Topic

Key Point 1

Explanation and examples

Key Point 2

Explanation and examples

Key Point 3

Explanation and examples

3. Personal Story or Experience

Relatable anecdote

4. Conclusion

Summarize main points

Encourage engagement or questions

Thank the audience for their time

5. Closing

Parting words and farewell