

## Format for Informative Speech Outline

*To be used in the speech, for the speech checklist, and on the exam. You must turn in an outline the day of your speech. The outline can be your notecard, in this format.*

### I. Introduction

- A. Attention Device**—How can I gain the attention of the audience?
  - 1. This can be a poem, a quote, a rhetorical question, a story, etc...
  - 2. *Should be about 30 sec.*
- B. Thesis Statement**—What is my speech about?
  - 1. 1-2 sentences introducing your topic to your audience
- C. Forecast of Main points**—What are my 3-5 speaking points
  - 1. 1-2 Sentences telling the audience what points you will be covering
  - 2. *Thesis and Forecast should be about 30 sec. together*
- D. Link to First point**—How I get into my 1<sup>st</sup> main point.
  - 1. 1 or 2 sentences written to transition into the body and 1<sup>st</sup> point
  - 2. *Entire Intro should be 1-1:30 seconds*

### II. Body (3-5 Main Points)

- A. Point #1**—Description of 1<sup>st</sup> point with subpoints
  - 1.
    - a.
  - 2.
    - a.

#### **B. Point #2**

#### **C. Point #3**

*1-1:30 for each point or more*

### III. Conclusion (*Should be 1-1:30 seconds long*)

- A. Summary of Main Points**
  - 1. 1-2 sentences summarizing the points you have just talked about
- B. Re-State Thesis**
  - 1. 1-2 sentences rephrasing your thesis for the audience
- C. Clincher**—ties to attention device, *“Tying the Bow on the Package.”*
  - 1. Can be a story, quote, poem, answer to your opening question, etc...