

INFORMATIVE SPEECH SAMPLE OUTLINE FORMAT 2-4 minutes

Student's Name:

Date:

Topic: Title that suggests the topic of your speech

General Purpose: To inform

Specific Purpose: Your specific purpose identifies the information you want to communicate in the mode you have chosen.

Thesis: The central idea of your speech.

I. Introduction

A. Attention Getter: Something that grabs the attention of the audience.

Examples of this: startling statistics, stories, rhetorical questions, quotations, scenarios, etc. This point should be more than one sentence long.

B. Reason to Listen: Why should the audience listen to your speech? Make it personal to each of them.

C. Credibility Statement:

1. What personally connects you to this topic?
2. What type of research have you done to establish credibility?

D. Thesis & Preview of Main Points: (this preview should reinforce the mode you have selected)

- I. Thesis:** _____
1. First, I will describe ...
 2. Second, I will examine ...
 3. Third, I will discuss...

II. Restate thesis.

A. Statement of the first main point; you should not use a source in this sentence.

1. Idea of development or support for the first main point
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
2. More development or support
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
3. More development if needed

Transition: (Required) Statement of movement that looks back (internal summary) and looks forward (preview).

B. Statement of second main point. Do not use a source in this statement.

1. Idea of development or support for the first main point
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
2. More development or support
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)

3. More development if needed

Transition: (Required) Statement of movement that looks back (internal summary) and looks forward (preview).

C. Statement of third main point. Do not use a source in this statement.

1. Idea of development or support for the first main point
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
2. More development or support
 - a. Support material (ex: statistics, quotation, etc. - cite source)
 - b. Support material (ex: statistics, quotation, etc. - cite source)
3. More development if needed

III. Conclusion

A. Review of Main Points:

1. **Restate** your first main point.
2. **Restate** your second main point.
3. **Restate** your third main point.

B. Restate Thesis: Exact same as above.

C. Closure: Develop a creative closing that will give the speech a sense of ending. This point may be more than one sentence. You should refer back to your Attention Getter.

References

- Electronic sources must be authoritative and credible. Sources from the .com domain are not to be used unless authorship is verifiable and authoritative. (.edu, .gov, or .org domains are acceptable.)
- Be sure to make sure that the references are in Alphabetical order.
- Double-Spaced; all references should be double-spaced and indented.
- Three source minimum: You must have at least three sources (I recommend including one print and one “expert” interview) cited in your outline and listed on your reference page.
- Make sure to provide all necessary information in the references.