

INFORMATIVE SPEECH OUTLINE FORMAT/ 5-7 minutes

Student's Name:

Date:

Topic: Give your speech a captivating title

Example: Three Reasons Castro is a Compelling Public Speaker

General Purpose: To inform

Specific Purpose: What you want the audience to walk away with

Thesis: The central idea of your speech; your "take" on the topic

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? What benefit will they receive?

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

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

II. Restate thesis.

A. Main Point:

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.

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.

- 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.

Use parenthetical citations giving credit to your sources. Example: (Smith 248-50).
Works Cited Page, MLA format

After doing your outline, reduce it to approximately 30 key words and put them on an index card.