

OUTLINE FORMAT / DEMONSTRATION SPEECH

TITLE OF YOUR SPEECH

- I. Introduction
 - A. Attention-getter
 - B. Preview Statement (what are we about to learn)
 - C. Relevance/Benefit
 - 1. Why should we bother to listen to this speech?
 - 2. Be careful about appealing to only one group of people
 - 3. Avoid reasons such as ***FUN*** and ***INTERESTING***

- II. Process/Method
 - A. Main idea
 - 1. Supporting detail

Replace “main idea” with ***your*** main idea

- 2. Supporting detail
 - 3. Supporting detail
 - B. Main idea
 - 1. Supporting detail
 - 2. Supporting detail

Note: Each student will have a varied number of supporting details.

- 3. Supporting detail
 - C. Main idea
 - 1. Supporting detail
 - 2. Supporting detail
 - 3. Supporting detail

- III. Conclusion
 - A. Summary of main ideas (Comes from the A, B, and C on Roman Numeral II)
 - 1. 1st main idea
 - 2. 2nd main idea
 - 3. 3rd main idea
 - B. Final appeal
 - 1. Provides the audience with a last impression
 - 2. Can be a statement or an action (such as playing a final song if teaching a musical instrument)

DRAFT OUTLINE

DIRECTIONS: Use the below speech outline template to help you get started on your speech. *This should only be used for a draft.*

TOPIC: _____

I. Introduction

- A. Attention-getter: _____

- B. Creative Preview Statement: _____

- C. Relevance/Benefits
1. _____
 2. _____

II. Process/Method

- A. _____
1. _____
 - a. _____
 - b. _____
 2. _____
 - a. _____
 - b. _____
 3. _____
 - a. _____
 - b. _____
- B. _____
1. _____
 - a. _____
 - b. _____
 2. _____
 - a. _____
 - b. _____
 3. _____
 - a. _____
 - b. _____
- C. _____
1. _____
 - a. _____
 - b. _____
 2. _____
 - a. _____
 - b. _____
 3. _____
 - a. _____
 - b. _____

III. Conclusion

- A. Summary:
1. _____
 2. _____
 3. _____
- B. Final appeal: _____

OUTLINE DUE: _____

SPEECH TOPIC: _____

OUTLINE RUBRIC	Pts earned	Pts Poss
Assignment heading on top right of paper		1
Speech topic		1
<u>Introduction</u>		
Attention-getter		5
Preview Statement		2
Relevance/Benefit		3
<u>Body</u>		
At least three main ideas (maybe more)		9
Adequate amount of supporting details		5
<u>Conclusion</u>		
Summary		3
Final appeal		5
<u>Formatting</u>		
Alignment		2
Letters/numbers (no bullets)		2
Period after Roman numerals, letters, and numbers		2
Capitalized beginning of each phrase		2
Phrases NOT sentences		2
Used a B following an A or 2 following a 1, etc.		2
Double spaced		2
Typed		2
TOTAL		50

Comments
