

CAREER SPEECH OUTLINE FORMAT

I. INTRODUCTION

- A. **Attention Step:** Humor, Quotes, Startling Statement, Direct Question, Story and Statistic.
- B. **State purpose:** include here why you have chosen this career (skills, interests, personality traits, etc.)
- C. **Preview main points:** In this speech, I will outline the job description, preparation and advantage/disadvantages of a career in _____.

II. BODY

A. Job Description

- 1. Definition
- 2. Duties/Responsibilities
- 3. Skills
- 4. Salary (beginning to experienced)
- 5. Job Outlook (growth, stability, turnover rate, etc.)
- 6. Employment opportunities (places to work, concentrations in certain industries)

B. Preparation

- 1. Education/Training
 - a. High School
 - b. College/Technical
 - 1. College(s) that offer this major
 - 2. Entrance requirements for the college(s)
 - c. Additional Training (i.e. internships, apprenticeship, etc.)
- 2. Qualifications
 - a. Exams
 - b. License/certification
 - c. Experience
 - d. Additional education/training (post-graduate or on-the job training)

C. Advantages and Disadvantages

- 1. Advantages
 - a. Working conditions
 - 1) Hours (shift work, flexible, salaried)
 - 2) Physical and mental demands of job
 - b. Opportunities for advancement
 - c. Fringe benefits, if any
- 2. Disadvantages
 - a. Working conditions
 - 1) Hours (shift work, flexible, salaried)
 - 2) Physical and mental demands of job
 - b. Opportunities for advancement
 - c. Hazards
- 3. Best parts of the job (for you)
- 4. Worst parts of the job (for you)
- 5. Are you still interested in this job? Explain why or why not.

III. CONCLUSION

- A. **Review thesis**
- B. **Clincher**-leave your audience with something to think about

BIBLIOGRAPHY