

## INFORMATIVE SPEECH OUTLINE

**Student's Name:**

**Date:**

**Topic:**

**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. Re state 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. **Re state** your first main point.
2. **Re state** your second main point.
3. **Re state** 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.