**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. 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.