**INFORMATIVE SPEECH OUTLINE FORMAT**

**This is an example of what your outline should look like and includes formatting. Include full sentences and references/sources**

**Student’s Name**: Date: Topic: Title that suggests the topic of your speech

**General Purpose**: To inform

**Specific Purpose**: Your specific purpose identifies the information you want to communicate in the mode you have chosen. “To inform my audience about….”

**Thesis Statement**: 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 not 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**. **Thesis Statement**: Exact same statement as above.

**D. Credibility Statement**: 1.What personally connects you to this topic? 2. What type of research have you done to establish credibility?

**E. Preview of Main Points:** (this preview should reinforce the mode you have selected) 1. First, I will describe … 2. Second, I will examine … 3. Third, I will discuss…

**II. Restate thesis, exact statement as above as a transition into the first main point**

A. **Statement of the first main point**; you should not use a source in this first sentence.

1. Idea of development or support for the first main point

a. Support material (statistics, quotation, etc. = cite source

b. Support material (ex: statistics, quotation, etc. - cite source)

2. More development and support

a. Support material (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 first 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 first 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 you 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.

**References**

Include all the sources you cited in your speech. All references need to be cited in either MLA or APA format. Be sure to make sure that the references are in alphabetical order. Four source minimum: You must have at least four sources (including one print and one “expert’ interview) cited in your outline and listed on your reference page. Make sure to provide all necessary information in the references.