INFORMATIVE SPEECH SAMPLE OUTLINE FORMAT 2-4 minutes

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.
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.

**References**
- Electronic sources must be authoritative and credible. Sources from the .com domain are not to be used unless authorship is verifiable and authoritative. (.edu, .gov, or .org domains are acceptable.)
- Be sure to make sure that the references are in Alphabetical order.
- Double-Spaced; all references should be double-spaced and indented.
- Three source minimum: You must have at least three sources (I recommend 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.