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.