Basic Informative Speech Outline Format

Name:

Topic:

Title:

Organizational Pattern:

General Purpose:

Specific Purpose:

Central Idea:

Introduction:

I. Use an attention-getter: (Use one of the formal techniques discussed in the book and class such as question, compelling quotation, startling statistic, anecdote, etc.) (Possible Citation here: Dwyer, 2006)

II. Introduce topic and motivate audience to listen (relate importance of topic to your audience):

III. Establish YOUR credibility (How AND Why you know about the topic):

IV. Preview your main points (This is the same as your Central Idea—insert it here):

Body:

I. Main Point One (Stated as ONE complete sentence—NOT as a paragraph!)

A. Subpoint A (Stated as ONE complete sentence explaining part of point I above.) (Possible Citation here: Dwyer, 2006)
   1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint A above)
   2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint A above)

B. Subpoint B (Stated as ONE complete sentence explaining another part of point I above.) (Possible Citation here: Dwyer, 2006)
   1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint B above)
   2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint B above)
II. Main Point Two (Stated as ONE complete sentence—NOT as a paragraph!)

A. Subpoint A (Stated as ONE complete sentence explaining part of point II above.)
   1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint A above)  
      (Possible Citation here: Dwyer, 2006)
   2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint A above)  
      (Possible Internal Summary or Internal Preview)

B. Subpoint B (Stated as ONE complete sentence explaining another part of point II above.)  
   (Possible Citation here: Dwyer, 2006)
   1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint B above)
   2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint B above)

III. Main Point Three (Stated as ONE complete sentence—NOT as a paragraph!)

A. Subpoint A (Stated as ONE complete sentence explaining part of point III above.)
   1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint A above)
   2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint A above)  
      (Possible Citation here: Dwyer, 2006)
      (Possible Internal Summary or Internal Preview)

B. Subpoint B (Stated as ONE complete sentence explaining another part of point III above.)
   1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint B above)
   2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint B above)
Conclusion:

I. Signal ending with a signpost: (“In Conclusion,” or some other acceptable form signaling end of speech)
II. Summarize main points: (Be detailed and complete with this one sentence list)
III. Restate the importance/relevance of topic to audience’s lives: (Possible Internal Summary or Internal Preview)
IV. Finish with a vivid, memorable ending: (Use one of the formal techniques discussed in book and in class such as quotation, startling statistic, anecdote, etc.) (Possible Citation here: Dwyer, 2006)

Bibliography: