

Formal Outline ~ Informative Speech

General Purpose: To inform

Specific Purpose: By the end of my speech the audience will be able to _____

Thesis (Central Idea):

Organizational Form:

INTRODUCTION

I. Attention Getter (startling statistic, interesting fact, rhetorical question, quotation, etc)

II. Adapt it to your audience (How are we connected?)

III. Establish your credibility on the topic (personal experience or interest with topic, cite source)

IV. Central Idea

V. Preview Main Points: (Concisely state the 3 main points you will cover in the speech body.)

Transition Statement

BODY

I. #1 Main point topic statement

A. Subpoint or supporting material

B. Subpoint or supporting material

1. Sub-subpoint or supporting material

2. Sub-subpoint or supporting material

Transition Statement

II. #2 Main point topic statement

A. Subpoint or supporting material

B. Subpoint or supporting material

C. Subpoint or supporting material

Transition Statement

III. #3 Main point topic statement

A. Subpoint or supporting material

1. Sub-subpoint or supporting material

2. Sub-subpoint or supporting material

B. Subpoint or supporting material

CONCLUSION

I. Signal Close of the Speech

II. Recap main points (restate the idea for main points 1, 2, & 3 in order).

III. Central Idea

IV. Memorable ending (circular conclusion, final thought, quotation)