

Student Name: _____

Template: INFORMATIVE SPEECH PREPARATION OUTLINE

(Your outline must use complete sentences)

General Purpose: To Inform

Specific Purpose: At the end of my speech the audience will know more about [my topic]

I. Introduction

A. Attention-getter/Grabber: _____

B. Thesis Sentence: _____

Preview of main points (these exact words will be used to recap/summarize)

1. _____

2. _____

3. (optional) _____

C. Establish your credibility (cite research or experience) _____

II. Body

A. (1st main point) _____

1. _____

2. _____

3. (optional) _____

(transitional statement): _____

B. (2nd main point) _____

1. _____

2. _____

3. (optional) _____

(transitional statement): _____

C. (3rd main point) _____

1. _____

2. _____

3. (optional) _____

(transitional statement): _____

D. (4th main point) _____

1. _____

2. _____

3. (optional) _____

(transitional statement): _____

III. Conclusion

A. Restate thesis and review/recap/summarize main points (the exact words used to preview)

1. _____

2. _____

3. _____

B. Catchy Memorable Statement _____

Works Cited

(Use the following format in your MLA formatted Works Cited page.)

Book: Last, First M. *Book Title*. City published: Publisher, Year published. Print

Periodical: Last, First M. "Article Title." *Journal* Volume.Issue (year): Page(s). Print.

Online Source: Last, First M. "Article Title." *Journal* Volume.Issue(Year): Page(s). *Database*. Web.Date accessed. <URL>

Website: Last, First M. "Website article." *Website*. Publisher, Date published. Web. Date accessed. <URL>
