

OUTLINE GUIDE

Use as a specific guide for organization of outline. Follow your instructor's directions before writing your outline on this form since he/she may want you to use this page only as a reference.

Creative Title for Speech Outline

General Purpose: To inform _____

Specific Purpose: To _____ my audience _____

Central Idea: (rationale and significance for speaking on this topic) _____

Introduction

I. **Attention-getter** _____

II. **Central idea statement** _____

III. **Credibility** _____

IV. **Preview of main points** _____

V. **Other** (relate topic to audience needs) _____

(Transition: _____)

Body (Main points, supporting points – use as many as needed; all blanks do not need to be filled. Remember to cite the sources for any information you get from books, interviews, journal articles. It is recommended that you have no fewer than 3 main points and no more than 5 main points.)

I. _____

A. _____

B. _____

C. _____

(Transition between main points)

II. _____

A. _____

B. _____

(Transition between main points)

III. _____

A. _____

B. _____

(Transition: _____)

Conclusion

I. **Summary:** (Review main points) _____

II. **Restatement of Thesis** _____

III. **Clincher** _____

List of materials – visual aids

*(Required for Demo speech)

** (may be required for Research-
check with Instructor)

List of references

*(Required for research speech)

** (may be required for Demo- check with
Instructor)