

## *Informative Speech Outline*

Follow this outline when writing your Informative Speech

### **I. Introduction**

#### **A. Attention Getter**

1. Story
2. Quote
3. Interesting Fact
4. Interesting Statistic
5. Rhetorical Question

#### **B. Introduce yourself and your topic**

Ex: Hi, I'm \_\_\_\_\_ and today I'll be talking to you about \_\_\_\_\_.

#### **C. Establish *Relevancy***

Why is this topic relevant to the audience? Why does it matter?

#### **D. Establish *Credibility***

Why should we listen to *you*?

How are you qualified?

Why should we believe you?

#### **E. Preview Main Points**

Ex: Topic = Michael Jordan

“Today I'll be talking about Michael Jordan's childhood, his professional career and his legacy.”

### **II. Body**

#### **A. Main Points**

Divide your topic into 2-5 categories called main points

This is where the bulk of your info will go.

#### **B. Example**

1. MJ's childhood
2. MJ's career
3. MJ's legacy

### **I. Conclusion**

#### **C. Thank the audience**

#### **D. Recap main points- “Today I've talked to you about...”**

#### **E. Final Thought- What do you want the audience to remember most? Sum it up in one sentence.**

## Format for Informative Speech Outline

*To be used in the speech, for the speech checklist, and on the exam. You must turn in an outline the day of your speech. The outline can be your notecard, in this format.*

### I. Introduction

- A. Attention Device**—How can I gain the attention of the audience?
  - 1. This can be a poem, a quote, a rhetorical question, a story, etc...
  - 2. *Should be about 30 sec.*
- B. Thesis Statement**—What is my speech about?
  - 1. 1-2 sentences introducing your topic to your audience
- C. Forecast of Main points**—What are my 3-5 speaking points
  - 1. 1-2 Sentences telling the audience what points you will be covering
  - 2. *Thesis and Forecast should be about 30 sec. together*
- D. Link to First point**—How I get into my 1<sup>st</sup> main point.
  - 1. 1 or 2 sentences written to transition into the body and 1<sup>st</sup> point
  - 2. *Entire Intro should be 1-1:30 seconds*

### II. Body (3-5 Main Points)

- A. Point #1**—Description of 1<sup>st</sup> point with subpoints
  - 1.
    - a.
  - 2.
    - a.
- B. Point #2**
- C. Point #3**

*1-1:30 for each point or more*

### III. Conclusion (*Should be 1-1:30 seconds long*)

- A. Summary of Main Points**
  - 1. 1-2 sentences summarizing the points you have just talked about
- B. Re-State Thesis**
  - 1. 1-2 sentences rephrasing you thesis for the audience
- C. Clincher**—ties to attention device, "*Tying the Bow on the Package.*"
  - 1. Can be a story, quote, poem, answer to your opening question, etc...

Name \_\_\_\_\_ Topic \_\_\_\_\_

INFORMATIVE EVALUATION FORM

Points Possible

<b>Introduction</b>	<b>2.5</b>	<b>5</b>	<b>7.5</b>	<b>10</b>
Gained Attention				
Related Topic to Audience				
Established Credibility				
Introduced Topic				
Reviewed Main Points				

<b>Body</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
Main Points Clear				
Strong Evidence and Supporting Material				
Effective Organization				
Language Precise, Clear, Powerful				
Effective Transitions				
Sources Well-Integrated, Credible, Cited Correctly				

<b>Conclusion</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
Provided Closure				
Main Points Reviewed				
Powerful Ending				

<b>Delivery</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
Maintained Eye Contact				
Used Voice for Maximum Effect				
Used Space/Movement/Gestures for Emphasis				

<b>Overall Impression</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
Challenging Topic				
Adapted to the Audience				
Evidence of Preparation/Practice				
Quality and Relevance of Presentational Aids				
Was Informative				

Maintained Time Limits	<b>2.5</b>	<b>5</b>	<b>7.5</b>	<b>10</b>
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Time: \_\_\_\_\_

Total Points \_\_\_\_\_ /100