

Sample Outline Template and Guide

Brief: While your instructor may have a preferred format, this outline template and guide offers a time-tested format for developing an informative speech.

Learning Objective: Identify the elements of an informative speech outline.

Speech Title

Specific Purpose

Introduction

I. Attention Catcher: Draw your audience into your subject and gain favorable interest for your speech. Use an illustration (personal or secondary), a startling fact, or statistic, a quotation, humor, a rhetorical question, a reference to a recent or historical event, a personal reference, a reference to the occasion, or a reference to a preceding speech.

II. Listener Relevance Link: Give the audience a reason to listen to your speech. Establish listener motivation by showing how the topic affects them directly (proximity).

III. Speaker Credibility: Offer evidence of your knowledge, expertise, and/or experience concerning the topic. If you lack first-hand experience, let the audience know of your interest in the topic and your research.

IV. Thesis Statement: Your thesis is one complete sentence that tells the audience the topic of your speech.

V. Preview: Tell your audience what you're going to tell them. Specifically name the main points of the body of your speech.

Transition Statement: The transition statement is one complete sentence that alerts the audience that you are moving to your first main point.

Body of Speech

I. First Main Point: Write out each main point in one complete sentence.

A. Supporting Point: Write out each supporting point in one complete sentence. (Note that every section of the outline should have at least two divisions. (When you have an A, you need a B. When you have a 1, you need a 2.)

1. Data: Data points should be no more than 2-3 sentences.
2. Data

B. Supporting Point

1. Data
2. Data

Transition Statement: Internal summaries are useful between main points.

II. Second Main Point

A. Supporting Point

1. Data
2. Data

B. Supporting Point

1. Data
2. Data

Transition Statement

III. Third Main Point:

A. Supporting Point

3. Data
4. Data

B. Supporting Point

3. Data
4. Data

Transition Statement

Conclusion

I. Restatement of Thesis: Reemphasize the main idea of your speech.

II. Summary of Main Points: Restate the main points of your speech. Tell your audience what you told them.

III. Memorable Closer: Use a well-worded closing phrase. Try to refer back to the introduction. Sharing an inspirational story is almost always memorable.

References

List the sources of information that you have used in the preparation of your speech.

Follow the APA or MLA guidelines.

OER TEXT SOURCES:

"How to Write an Outline." Lumen Learning. (Developed by Candace Dominique of Wiley College for Kaleidoscope Open Course Initiative). <https://lumen.instructure.com/courses/218897/assignments/2360031>. Accessed 13 December 2018. [CC BY-SA 3.0]