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COMS 4, Section 39

Demonstration Speech Final Outline

1. Introduction
   1. Attention Getter: Are you struggling with saving up money for a new car? Are you looking at making a major investment or purchase in your future? If, so that is okay because there is a method that can help you.
   2. Purpose: The purpose of my speech is to introduce you to kakeibo, a Japanese money-saving technique used to help people keep track of their expenses and save money.
   3. Credibility: I have been practicing this since high school, so for a little over a year now.
   4. Salience: This will be important for you if you would like to gain financial competence or improve upon the skills that you already have.
   5. Preview: You would need some note taking device before starting. This method involves asking yourself four things: 1. How much money do you have? 2. How much money do you want to save? 3. How much are you spending? 4. How can you improve upon your spending habits?
2. Body
   1. Before starting, what do you need?
      1. A small notebook for recording your spending activity as you leave the house and a large notebook where you will do most of your “thinking".
   2. First, how much do you have?
      1. To start, at the beginning of each month (as this will be a monthly process), write down your monthly income and expenses.
      2. Then, subtract expenses from income to determine how much you have left for all other spending.
   3. Second, how much do you want to save?
      1. After you’ve calculated how much you have left to spend, set a savings goal for yourself each month (within reason, of course).
      2. Then, you deduct your savings goal from your available spending money.
      3. What is left becomes your spending money for the month, which gets divided by the number of weeks.
   4. Third, how much are you spending?
      1. Keep track of your expenses by writing them down on your notebook.
      2. While keeping track of your expenses, try to categorize your purchases into living (food, bills, clothes), entertainment (movies, trips, luxuries), and others.
      3. Try setting a limit for each category for each month.
   5. Finally, how can you improve upon your spending habits?
      1. Start by calculating the money spent on different categories and summing everything up.
      2. Then, look back at what you did and how it worked out.
      3. Make adjustments to your plan for the next month as needed.
      4. (Optional) Give yourself a penalty for going over budget.
      5. You did it!

3. Conclusion

* 1. Review of main points
     1. What do you need?
     2. How much money do you have?
     3. How much money do you want to save?
     4. How much are you spending?
     5. How can you improve upon your spending habits?
  2. Closing statement: Now you know what to do! Good luck!