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COMS 4, Section 39

Demonstration Speech Outline

1. Introduction
   1. Attention Getter: Are you having a hard time saving up money for a brand new car? Are you currently struggling to save up for a major purchase or investment? No worries! There is a money saving method that can help you.
   2. Purpose: The purpose of my speech is to introduce you to kakeibo, a technique used to help people keep track of their expenses.
   3. Credibility: I have been practicing this for the past few years since high school.
   4. Salience: This will be important for you if you would like to learn how to make money stay longer in your account or even grow.
   5. Preview: This method involves asking yourself four things: 1. How much money do you have? 2. How much do you want to save? 3. How much are you spending? 4. How can you improve upon your spending habits?
2. Body
   1. How much do you have?
   2. At the beginning of the month, write down your monthly income and expenses.
   3. Subtract expenses from income to determine how much you have left for all other spending.
   4. How much do you want to save?
   5. Set a savings goal for yourself each month (within reason, of course).
   6. Deduct your savings goal from your available spending money.
   7. How much are you spending?
   8. Keep track of your expenses by writing them down on your notebook.
   9. It helps to separate different types of spending, so do so. Try living (food, bills, clothes), entertainment (movies, trips, luxuries), and others.
   10. Try setting a limit for each category for each month.
   11. How can you improve upon your spending habits?
   12. Calculate money spent on different categories.
   13. Look back at what you did and how it worked out.
   14. Make adjustments to your plan for the next month as needed.
   15. (Optional) Give yourself a penalty for going over budget.
   16. You did it!

3. Conclusion

* 1. Review of main points
  2. How much do you have?
  3. How much do you want to save?
  4. How much are you spending?
  5. How can you improve upon your spending habits?
  6. Closing statement: Know you know what to do! Happy spending!