**Demonstration/How-to/Process… Speech Outline**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speech Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Speech: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepare a typed outline following the template below and develop a 5-7 minute demonstration/how-something-works speech to present in class.

|  |  |
| --- | --- |
| **Outline 25 points:**  Followed template: 10 points  Clear transitions: 5  Complete sentences throughout: 10 points  **Outline total: \_\_\_\_\_/25** |  |

**Introduction**

Complete Sentences

* 1. Attention Getter:
  2. I’d like to explain/show you how to:
  3. It’s good to know because:
  4. I’m qualified to teach/show you how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because:
  5. **PREVIEW your main points:** [Ex: *For this demonstration I will begin with what you'll need, how to prepare, and the general steps to complete this activity]*

**Transition**

**> The transition from the introduction to your first main point: [**Ex: *Let’s begin with the tools, materials, or other items needed for this activity.*

**Body**

Complete Sentences

1. **The title of your first main point goes here:** Preparation. What supplies/items do you need to gather or prepare? What type of work area is required?
   1. *[Ex: The first consideration is where you will complete the project. The ideal workspace for this project is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may need to address safety considerations such as air/face/eye protection, gloves, etc...*]
   2. List the tools needed –Keep it simple – list commonly known items not an exhaustive list of specialty tools. If possible, have pictures or examples.
   3. List the materials needed- keep it simple- don’t list 15 different spices for your grandma's pumpkin pie recipe, instead a simple description with a mention that you can provide exact details after your presentation. If possible, have pictures or examples.

**> The transition from your first main point to your second main point goes here**. [Ex: *Now we’re prepared, we'll start by \_\_\_\_\_\_\_* ]Insert the general first part of the process- for example- we are going to build the roof for the birdhouse. If possible, have a picture or example of the completed item, as well, as what it looks like in stages of completion throughout the process.

**Transition**

1. **The title of your second main point goes here:** Building the roof of the bird house.
   1. Step one.
   2. Step two.
   3. Step three

**Transition**

**>The transition from your second main point to your third main point goes here.** [Ex**:** *We've completed the roof and now we can begin the walls of the birdhouse.* ]

Complete Sentences

1. **The title of your third main point goes here:** Building the walls of the birdhouse
   1. Step one
   2. Step two.
   3. Step three

**Transition**

**>The transition from your second main point to your next main point goes here.** [Ex:*We are almost done, now we just need to attach the roof to the walls and our birdhouse will be complete.*]

1. **The title of your next main point goes here:** Building the walls of the birdhouse
   1. Step one
   2. Step two
   3. Step three

**Transition**

**>The transition from your last main point to your conclusion goes here. [***Ex: We have completed the birdhouse and you now have the opportunity to make one of these on your own.*]

**Conclusion**

1. **Review:** [these should be in line with the titles for your main points [Ex: *All you need to do is gather your materials, build the roof, build the walls and assemble it all together.*]
2. Learning how to [build a birdhouse] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is good/useful/fun because \_\_\_\_\_\_\_\_\_\_\_\_\_.
3. In \_\_\_\_\_\_\_\_\_\_\_\_\_\_ number of steps I’ve described how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. **Closing- Memorable** *(optional: connect back to attention tactic in introduction)*

Transitions are like addition signs– they signal that there’s more parts to speech/equation. You can’t find the solution without them.

Speech is similar to a math problem:

Introduction [attention getter, purpose, relevance, credibility, preview of main points]

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Body [main point + main point 2+ main point 3]

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Conclusion [review main points + reiterate relevance + answer questions]