Organizing the Preparation Outline for Informative Speech

Title/Topic:

General Purpose   : To inform

Specific Purpose   : This is what your main points must support or prove

Central Idea
(Thesis Statement)   : A complete statement that summarizes your speech/outline
                          in one sentence. It should clearly sum up all your main points.

INTRODUCTION

I.   (Attention Getter) This could be a story or anything you know will GRAB your audience's attention.

II.   (Credibility Statement) Answer the question "Why should we listen to YOU?" Give information or some references that shows that you know what you are talking about. This could be a topic that you had done a lot of research on, your first-hand experience, or a topic you are an expert in, etc.

III. (Background of Topic) Tell your audience what the topic is all about. This is also where you define certain terminologies or abbreviations eg. Flipped classroom / ENT

IV.   (Relevancy Statement) Tell your audience how your topic is relevant to them.

V.   (Preview) Briefly reveal your topic and state what your main points will be.

   (Transition: A word or phrase that indicates when you have finished one thought and is moving on to another)

BODY

I.   **(MAIN POINT 1) Graph 1**
      INTERNAL PREVIEW: Your first main point goes here.

   A.   (SUPPORTING DETAIL 1) An idea that supports the main point

      1.   (SUB-DETAIL) A statement that adds more depth and explanation to the supporting detail (Descriptions of all the important data found in Graph 1)

      2.   (SUB-DETAIL) The second statement that adds more depth and explanation to the supporting detail (Analysis of all the salient features of the data analysed in Graph 1)

         a.   (SUB-SUB DETAIL) This is where the specific examples from your research are included to support your main points. You can use quotes, examples, etc.

         b.   (SUB-SUB DETAIL) More examples to support your main points.

            i.   (Sub-sub-sub detail) Further examples and information to support your subpoint.

B. (SUPPORTING DETAIL 2)

    1. (SUB-DETAIL)

    2. (SUB-DETAIL)

C. (INTERNAL SUMMARY) A statement in the body of the speech that summarizes your SUPPORTING DETAIL 1 AND 2

(Transition: A word or phrase that indicates when you have finished one thought and is moving on to another)

II.   (MAIN POINT 2) Graph 2
INTERNAL PREVIEW: Your second main point goes here.

Follow the same format that you used for the first main point.

(Transition: A word or phrase that indicates when you have finished one thought and is moving on to another)

CONCLUSION

I.   (Concluding Statement) Summarize your main points. Be specific and concise.

II.   (Memorable Closing Statement) Leave your audience with something to think about. A memorable concluding remark that refers to the PREVIEW (Central Idea) creates an opportunity to remind your audience of your MAIN POINTS

REFERENCES (Your sources)

Include in your outline complete citations (using APA format) of the sources you used. You will also cite the sources in your speech.

- Separate your points (for Informative Speech, you will write about 2 different graphs/tables)
- Keep the same pattern of wording for the Main Points
- Balance the amount of length & time devoted to both points
- Write your outline in full sentences (not in fragments)
- Make sure to state where your information came from, and/or who said it. In other words, CITE YOUR SOURCES IN YOUR SPEECH
- Sources could be books, book chapters, magazine/newspaper articles, interviews with expert or knowledgeable individuals, web sites, or any other viable Internet sources or electronic media
- Examples you use to support your points can be personal experiences
- Use connectives throughout your speech (know what transitions, internal previews, internal summaries, and signposts are, and when to use them)
- An outline format uses Roman numerals, letters and numbers to organize the main points and subordinate details
- The most general information begins at the left with each specific group of details indented to the right. The relationship between details is carried out through the indentation.