**SAMPLE INFORMATIVE SPEECH OUTLINE FORMAT 3-5 minutes**

**Student’s Name:**

**Topic:**   Title that suggests the topic of your speech

**I. Introduction**

**A. Attention Getter:**  Something that grabs the attention of the audience.

Examples of this: startling statistics, stories, rhetorical questions, quotations, scenarios

**B. Introduce yourself:**

Ex: Good morning. I’m \_\_\_\_\_\_\_\_\_\_\_\_\_ and today I’ll be discussing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Establish *Relevancy*:**

  Why should the audience listen to your speech? Make it personal to each of them.

1. What personally connects you to this topic?

**II.  Thesis**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(you will have to come up with what an angle. Why you are informing them?**

Ex: alarming increase in this disability, misunderstood disability, family member who has disability

**A. Statement of the first main point; this can be symptoms, causes, population affected ETC.**

1. Idea of development or support for the first main point

a. Support material (ex: statistics, quotation, etc.- cite source)

b. Support material (ex: statistics, quotation, etc. - cite source)

2. More development or support

a. Support material (ex: statistics, quotation, etc.- cite source)

b. Support material (ex: statistics, quotation, etc. - cite source)

3. More development if needed

**Transition:  (Required) Moves the audience smoothly to the next topic.**

Ex: Once a person has displayed these symptoms and has been diagnosed, treatments can vary.

**B. Statement of second main point; this can be symptoms, causes, population affected.**

1. Idea of development or support for the first main point

a. Support material (ex: statistics, quotation, etc. - cite source)

b. Support material (ex: statistics, quotation, etc. - cite source)

2. More development or support

a. Support material (ex: statistics, quotation, etc. - cite source)

b. Support material (ex: statistics, quotation, etc. - cite source)

3. More development if needed

**Transition:  (Required)  (Required) Moves the audience smoothly to the next topic.**

**C. Statement of third main point. This could be cures or causes or trends.**

1. Idea of development or support for the first main point

a. Support material (ex: statistics, quotation, etc. - cite source)

b. Support material (ex: statistics, quotation, etc. - cite source)

2. More development or support a. Support material (ex: statistics, quotation, etc. - cite source)

b. Support material (ex: statistics, quotation, etc. - cite source)

3. More development if needed

**III. Conclusion**

**A.** Thank the audience

**B**. **Restate** your thesis: Ex: Today you learned about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C**. **Closure**:   Develop a creative closing that will give the speech a sense of ending. You may want to refer back to you attention getter.