

Template for the Informative Speech Detailed/Working Outline

NOTE: Delete the above title and these directions before printing your rough and final drafts.

- *Before we start, view this speech in "Page Layout" (MS Word 2007 does this automatically) because it will help you see, and therefore edit, the "Header and Footer" on each page.*
- This template is designed to provide you with an effective, if formulaic, outline. You do not have to use it, but you need to be sure that your outline includes all of the necessary items provided in the Informative Outline Rubric and that it appears very similar to this template (**so that I can find all of the information I need to grade it**). You'll need to write a complete sentence everywhere you see a letter ("A, a") or a number ("1 , i") and wherever you see italics. Do not delete any text that is not in italics. Please notice that I have included extra specific/supporting information subheadings for each main idea in case you need it—**you can delete these if you don't need them** (in other words, you do not have to provide information at every level I've provided). **If you need to add more lines**, I have set this outline up using MW Word's automatic outlining function to make this easier for you. All you need to do is hit return at the end of the line—to subordinate new lines to the right or left, click on the blue arrow buttons under the "Paragraph" menu in your tool bar. (To subordinate right only, hit the "tab" key.)
- Be sure to provide your own information at the beginning of the outline and write your name in the "header" in the upper right hand corner (only visible when viewing with "Page Layout," double-click it to make changes). You don't need to provide a title page (although APA style says you do). **When you are done with the outline, none of your writing should be in italics.** Do this by clicking "select all" under "Edit" on the menu bar, then go to "Format," then "Font" and choose "Regular." When you have completed the outline, preview it before you print it so that it looks the way you want it to.
- **Delete any points or subpoints that you don't need, but do not delete any text that is not in italics.**
- **Finally, be sure to follow the outline grading rubric to make sure you've included everything!**

Author's Name

Professor's Name

Course Name

Due Date

The Title of Your Speech

Introduction

- Attention Getter** *An opening statement designed to get your audience's attention*
- Thesis Statement** *In a clear, focused statement, tell the audience the purpose of your speech (i.e. informative) and what you are going to tell them in your speech.*
- Reason to Listen** *Tell your audience why they will benefit from listening to your speech, or what's in it for them.*
- Speaker Credibility** *What makes you able to speak on this with authority? Why should we listen to what you have to say? Tell us.*
- Preview of Points** ***Note: I highly recommend you use these three main ideas, but feel free to deviate so long as you cover this information.***
- I. What is the nature of the problem the group is addressing?*
 - II. How does the group address the problem?*
 - III. How well are they addressing the problem (positive and negative evaluations)?*

Transition: Provide an **obvious** signpost here that leads into the body of your speech.

Body

I. Main idea number one

A. Support for the main idea

- 1. Further information explaining/supporting detail A*
- 2. Further information explaining/supporting detail A*
 - a) Further information explaining/supporting 2*
 - (1) Further information explaining/supporting a)*

B. Support for the main idea

- 1. Further information explaining/supporting detail B*
- 2. Further information explaining/supporting detail B*
 - a) Further information explaining/supporting 2*
 - (1) Further information explaining/supporting a)*

C. Support for the main idea

- 1. Further information explaining/supporting detail C*
- 2. Further information explaining/supporting detail C*

- a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*

Transition: *Provide a signpost here that connects the previous idea to the next idea and makes it obvious to the audience that you are moving on to a new idea.*

II. Main idea number two

- A. *Support for the main idea*
 - 1. *Further information explaining/supporting detail A*
 - 2. *Further information explaining/supporting detail A*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*
- B. *Support for the main idea*
 - 1. *Further information explaining/supporting detail B*
 - 2. *Further information explaining/supporting detail B*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*
- C. *Support for the main idea*
 - 1. *Further information explaining/supporting detail C*
 - 2. *Further information explaining/supporting detail C*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*

Transition: *Provide a signpost here that connects the previous idea to the next idea and makes it obvious to the audience that you are moving on to a new idea.*

III. Main idea number three

- A. *Support for the main idea*
 - 1. *Further information explaining/supporting detail A*
 - 2. *Further information explaining/supporting detail A*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*
- B. *Support for the main idea*
 - 1. *Further information explaining/supporting detail B*

- 2. *Further information explaining/supporting detail B*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*
- C. *Support for the main idea*
 - 1. *Further information explaining/supporting detail C*
 - 2. *Further information explaining/supporting detail C*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*

Transition: *Provide a signpost here that connects the previous idea to the next idea and makes it obvious to the audience that you are moving on to a new idea.*

IV. *Main idea number four*

- A. *Support for the main idea*
 - 1. *Further information explaining/supporting detail A*
 - 2. *Further information explaining/supporting detail A*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*
- B. *Support for the main idea*
 - 1. *Further information explaining/supporting detail B*
 - 2. *Further information explaining/supporting detail B*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*
- C. *Support for the main idea*
 - 1. *Further information explaining/supporting detail C*
 - 2. *Further information explaining/supporting detail C*
 - a) *Further information explaining/supporting 2*
 - (1) *Further information explaining/supporting a)*

Transition: *Provide a signpost here that connects the previous idea to the next idea and makes it obvious to the audience that you are moving on to a new idea.*

V. *Main idea number five*

- A. *Support for the main idea*

1. Further information explaining/supporting detail A
 2. Further information explaining/supporting detail A
 - a) Further information explaining/supporting 2
 - (1) Further information explaining/supporting a)
- B. Support for the main idea
1. Further information explaining/supporting detail B
 2. Further information explaining/supporting detail B
 - a) Further information explaining/supporting 2
 - (1) Further information explaining/supporting a)
- C. Support for the main idea
1. Further information explaining/supporting detail C
 2. Further information explaining/supporting detail C
 - a) Further information explaining/supporting 2
 - (1) Further information explaining/supporting a)

Transition: *Provide a signpost here that connects the previous idea to the next idea and makes it obvious to the audience that you are moving on to a new idea.*

Conclusion

- Review Thesis** *In different words from your introduction, restate your thesis*
- Review Main Points:** *In different words from your introduction, briefly summarize each of your main points.*
- Closing Device:** *Finish your speech in a way that impacts your audience and helps them remember your speech and your thesis.*

Works Cited

Type your references here (using the formatting provided here, minus the italics). Follow the formatting guidelines available on our course resources page, through the library, or online. To add more references, just hit return at the end of each line (to keep the same formatting).

NOTE: you don't need to provide your references on a separate page. Let's save some trees!

GIS Responsibility List/Appendix

Part 1:

Indicate who completed which aspects of the GIS

Part 2:

Copy and paste your references here and identify which group member contributed it to the Works

Cited page