

## Persuasive Speech Outline Template

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

- 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 Persuasive Speech 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**). In this template, you don't need to write complete sentences (but you can if you prefer). Be sure, however, to include everything that you will be covering in your speech in abbreviated/note form. You'll need to write something 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 move 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 with your cursor at the beginning of the new line.)
- 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 you can if you wish (it's standard APA format to include one). **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 submit 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!**

*Write your name here*

*Pablo Martin, COMS 103*

*Due Date*

*The Title of Your Speech*

**I. Introduction Section**

Attention Getter	<i>An opening statement designed to get your audience's attention</i>
Thesis Statement	<i>In a clear, focused statement, tell the audience the purpose of your speech (i.e. to persuade them to do something) and what you are going to tell them in your speech. (NOTE: you might opt to hold off on sharing all or part of your thesis in your introduction for strategic/intentional reasons of your own.)</i>
Reason to Listen	<i>Tell your audience why they will benefit from listening to your speech, or what's in it for them.</i>
Speaker Credibility	<i>What makes you able to speak on this with authority? Why should we listen to what you have to say? Tell us.</i>
Preview of Points	<ol style="list-style-type: none"> <li><i>1. The overall problem you'll be discussing</i></li> <li><i>2. The cause of the problem (if necessary)</i></li> <li><i>3. The solution(s) to the problem</i></li> </ol>

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

*II. Provide a statement introducing the (first?) problem you'll be discussing*

- A. Information explaining/supporting the main idea*
- B. Information explaining/supporting the main idea*
  - 1. Further information explaining/supporting B*
    - a) Further information explaining/supporting 1*
- C. Information explaining/supporting the main idea*
  - 1. Further information explaining/supporting C*
  - 2. Further information explaining/supporting C*

**Signpost/Transition:** *Provide an **obvious** signpost here that leads into the next main idea.*

*III. Provide a statement introducing the (second?) problem you'll be discussing*

- A. Information explaining/supporting the main idea
- B. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting B
    - a) Further information explaining/supporting 1
- C. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting C
  - 2. Further information explaining/supporting C

**Signpost/Transition:** Provide an **obvious** signpost here that leads into the next main idea.

IV. Provide a statement introducing the (third?) problem you'll be discussing

- A. Information explaining/supporting the main idea
- B. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting B
    - a) Further information explaining/supporting 1
- C. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting C
  - 2. Further information explaining/supporting C

**Signpost/Transition:** Provide an **obvious** signpost here that leads into the next main idea.

V. If necessary, provide a statement introducing the cause of the problem you'll be discussing (multiple, minor causes can be listed here; if there is more than one major cause, then provide additional main ideas, i.e. "VI. Another cause is...")

- A. Information explaining/supporting the main idea
- B. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting B
    - a) Further information explaining/supporting 1
- C. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting C
  - 2. Further information explaining/supporting C

**Signpost/Transition:** Provide an **obvious** signpost here that leads into the next main idea.

VI. Provide a statement introducing the (first?) solution you'll be discussing

- A. Information explaining/supporting the main idea
- B. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting B
    - a) Further information explaining/supporting 1
- C. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting C
  - 2. Further information explaining/supporting C

**Signpost/Transition:** Provide an **obvious** signpost here that leads into the next main idea.

VII. Provide a statement introducing the (second?) solution you'll be discussing

- A. Information explaining/supporting the main idea
- B. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting B
    - a) Further information explaining/supporting 1
- C. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting C
  - 2. Further information explaining/supporting C

**Signpost/Transition:** Provide an **obvious** signpost here that leads into the next main idea.

VIII. Provide a statement introducing the (third?) solution you'll be discussing

- A. Information explaining/supporting the main idea
- B. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting B
    - a) Further information explaining/supporting 1
- C. Information explaining/supporting the main idea
  - 1. Further information explaining/supporting C
  - 2. Further information explaining/supporting C

**Review Thesis**                      *In different words from your introduction, restate your thesis*

**Review Main Points:**            *In different words from your introduction, briefly summarize the take-away message for each of your main ideas.*

**Finish with a Clincher:** *Finish your speech in a way that impacts your audience in some way and encourages them to change their opinion or behavior one last time.*

**Works Cited**

*Type your references here (using the formatting provided here, minus the italics). Follow the APA, MLA, or other guidelines available via the Miramar Library home page or the course CRP. To add more references, just hit return at the end of each line (to keep the same formatting).*