Process Speech Outline Template

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. It has been preformatted for you. 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 Process Speech 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. 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 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.)

- **Delete any points or subpoints that you don't need, but do not delete any text that is not in italics**.

- 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. **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.

- **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

Formatting Style (APA, MLA, etc.)

The Title of Your Speech

Attention Getter   *An opening statement designed to get your audience's attention*

Thesis   *Tell the audience what you are going to tell them in your speech in a focused statement.*

Reason to Listen   *Tell your audience why they should listen—make us want to listen to your speech.*

Preview of Points   *Note: this is optional in a process speech*

    I.   Your first main idea

    II. Your second main idea

    III. Your third main idea (optional, but recommended)

    IV. Your fourth main idea (optional)

    V. Your fifth main idea (optional)

Speaker Credibility   *What makes you able to speak on this with authority? Why should we listen to you?*

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

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 Main Points: *In different words, restate each of your main points. (This is optional for a process speech.)*

Restate Central

Idea: *In different words, reinforce the central idea of your speech (only restate the main ideas if you haven't already done so).*

Closing Device: *Conclude your speech in a powerful and effective way—be sure that your clincher clearly marks the end to your speech.*

<div align="center">

Works Cited

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(NOTE: sources are not necessary for the process speech.)

Type your references here (using the formatting provided here, minus the italics). Follow the APA, MLA, or other guidelines available through the library home page or on our course CRP. 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!