**Informative Outline Format***(Topical Pattern)*

**Specific Purpose/Goal:***(I want my audience to know/understand/appreciate…)*

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| --- |
|  |
|  |  |

**INTRODUCTION – (*Actual speech starts with attention getter…)***

§ Attention **Getter** - (***Seriously****, you need to get our attention*.)

§ Topic - (*This should exactly match your topic email from me*)

§ Ethos & **Audience Adaptation** - (*Tell us why you are****qualified****to talk about this topic and make us want to know more (Information Hunger)*

§ Preview - (*Tell us what your main points will be)*

*(****Transition/Signpost*** *included in Preview*)

**BODY (*3-5 Main Points)***

1.   Main Point [**cites?]**

(***Transitions****between****each****Main Point*)

2.   Main Point [**cites?]**

(***Transition****)*

3.   Main Point

a)   Subordinate points (*need to be clearly shown as such by being below and inside Main Points*) [**cites?]**

i)     **Like** **This!**

(***Transition****)*

4.   Visual Aid? (*Include in outline at whatever point you intend to use it*)

(*The****Transition****from the Body to the Conclusion is the****Signal****)*

**CONCLUSION**

§ Signal          - (Is a ***Transition****, it tells us you are “winding up*)”

§ Summary    - (***Briefly****review each of your main points)*

§ Closing     - (*Remind us of your topic and let us know that you are****done****!*)

**REFERENCES CITED**

§ APA or MLA cites of all sources used as supportingmaterial *(minimum of 5)*