**Informative Speech Delivery Outline Worksheet**

Consider: Your audience

Your topic and purpose (to inform, to demonstrate)

Part I Introduction (Purpose is to capture attention/build interest)

[\*May use attention-grabber – thesis statement]

Greeting

 Name

 Topic

Credibility (why you are qualified)

Relatability (why this matters/is of value to the audience)

 [May preview speech]

Part II Body (Purpose is to provide information in an organized format)

 Point 1 (w/support)

 Point 2 (w/support)

 Point 3 (w/support)

Part III Conclusion (Purpose is to summarize key info/provide recap)

 [Notifier]

 Summary/Recap

 [Food for thought]

**Persuasive Speech Delivery Outline Worksheet**

Consider: - Your audience

- Your topic and purpose/point (“To persuade/encourage/challenge . . . “)

 - Appeals to both Intellect and Emotion

Part I Introduction (Purpose is to capture attention/build interest)

[\*May use attention-grabber]

Greeting

 Name

 Topic (must include clear purpose/point)

Credibility (why you are qualified)

Relatability (why this matters/is of value to the audience)

 [May preview speech]

Part II Body (Purpose is to provide information that strengthens purpose/point in an

organized format)

 Point 1 (w/support- clear citations)

 Point 2 (w/support)

 Point 3 (w/support)

Part III Conclusion (Purpose is to summarize key info/provide recap)

 [Notifier]

 Summary/Recap

 [Food for thought]

 Call to Action/Challenge

\*Need different, credible, and current sources