

Informative Speech Formal Outline Worksheet

Name: _____

Title: _____

Purpose Statement

At the end of my speech, my audience will _____

Thesis Statement

I. Introduction

A. Attention-getter:

B. Thesis statement

C. Preview of Main Points

1. _____

2. _____

3. _____

4. _____

5. _____

D. Interest/Relevance

[TRANSITION]:

II. _____

A. _____

B. _____

[TRANSITION]:

III. _____

A. _____

B. _____

[TRANSITION]:

IV. _____

A. _____

B. _____

[TRANSITION]:

V. _____

A. _____

B. _____

[TRANSITION]:

VI. _____

A. _____

B. _____

[TRANSITION]:

VII. Conclusion

A. Review of Main Points

1. _____

2. _____

3. _____

4. _____

5. _____

B. Restate thesis:

C. Residual message:

References:

Source 1

Who (Author[s]):

When (date):

What (book title, article title, etc.):

Where (publisher, periodical, URL, etc.):

Source 2

Who (Author[s]):

When (date):

What (book title, article title, etc.):

Where (publisher, periodical, URL, etc)