

## **Informative Speech Outline**

### **Attention Getter**

This is the opening of your speech. This should be something that grabs the audience's attention. This could be a quotation, a story, a stunning statistic. Sometimes people utilize humor or shocking fact to grab the attention. Be creative! Obviously, what you open with should pertain to your topic.

### **Justification Statement**

This is a sentence or two that justifies to your audience why they should care about your topic. Think of your audience, the range of gender, age, race, etc. Why is what you are informing us something important to each of us? Sometimes a statistic helps here. For example, if you were informing about potatoes, you might tell us how much they are consumed by Americans nationwide.

### **Creditability Statement**

This statement goes hand in hand with your Justification Statement. This statement backs up your Justification Statement. If you claim everyone needs should care about your topic, this statement is a statistic or source that helps prove your assertion.

### **Thesis**

This is your topic sentence for your speech. Your thesis should state your purpose. It should state what you are informing about and demand the attention of the audience by asserting that your topic is important.

### **Preview**

Here is where you outline what you will be talking about in your speech for the audience. First, second, third points, etc should be laid out in sentence form so that the audience has a preview of when you will discuss what.

### **Transition 1**

A sentence where you transition into your first point, introduce it here.

### **Main Point 1**

There is no rule for what the first point should be. In fact, with informative, what your topic is dictates what all of your points will be and the order. Therefore, there is no formula. Generic main point focuses include but are not limited to: history of your topic, what it is or how it works, its significance or importance, pros/cons of your topic, the future of your topic, variety/types, fun facts, etc. Also, three main points are usually the minimum needed, whether you need a fourth depends on the topic. It is advised not to go below three or above four.

### **Transition 2**

A sentence where you state what you just went over and transition into your second point.

**Main Point 2**

See Main Point 1 description.

**Transition 3**

A sentence where you state what you just went over and transition into your third point.

**Main Point 3**

See Main Point 1 description.

**Transition 4**

A sentence where you state what you just went over and transition into your fourth point.

**Main Point 4**

See Main Point 1 description.

**Review**

Here you essentially restate your preview and restate all of the points that you went over.

**Thesis**

Restate exactly (or reword if you want) your thesis statement

**Tie-Back**

This is the conclusion of your speech. Any lasting impressions you want to give should be here. The Tie-Back should also relate to whatever your attention getter was.

**REMEMBER**

- You need to have sources and research for your speech. A works cited page in proper MLA format is also required. The suggested number of sources is 6-10, depending on the length of your speech.
- Also, Informative speeches are meant to be strictly informative. It is important not to be biased or one sided.