Title Here in 12 words or less

Name of Author(s) here

School affiliation here (Wharton County Junior College)

Directions: Fill in the spaces with the details of your Informative Speech presentation. Remember, this is a Full-sentence Outline. Everything you plan to communicate in your speech should be shared in this outline. The first page is your cover page and should follow APA formatting. The second page is an informational page with key information that should be determined during your speech planning phase. The third page, where the first Roman Numeral is located, is where your speech presentation begins. Remember, your speech begins with the attention getter. Finally, please adhere to the additional directives communicated throughout the outline template document and omit my directives written in parenthesis.

Topic: Example – Disney World

Informative strategy: Example - narration

Organizational pattern: Example – temporal (see chapter 7)

General purpose: Example – to inform (see chapter 4)

Specific purpose: Example – to inform my audience about the history of Disney World (see chapter 4)

I. **Attention Getter:**

Credibility material: (you should demonstrate your knowledge of the topic or your connection with the topic)

Relevance to audience: (Why should your audience listen to your speech? What will they gain from this speech? Why is it relevant to them?)

Thesis: (also called your central idea)

Preview Speech: (your preview may be in your thesis. If you preview your speech in your thesis statement, then you may omit this part.)

Transition: (complete sentence(s) here)

II. (Write MAIN POINT A in complete sentence(s) here)

a. (Sub-point sentence(s) here *Note 1: Sub-points are sperate thoughts/ideas/information that support your main point. *Note 2: you may have 2, 3, 4, etc. sub-points for any main point. The number will vary based on your research, topic, speech length, and main point. The varied number of sub-points located in this template is an example. Add or delete sub-points as needed.)

b. (Sub-point sentence(s) here)

c. (Sub-point sentence(s) here)

d. (Sub-point sentence(s) here)

e. (Sub-point sentence(s) here)

Transition: (complete sentence(s) here)

III. (Write MAIN POINT B in complete sentence(s) here)

a. (Sub-point sentence(s) here)

i. (Sub sub-point sentence(s) here *Note: you will always have main points and sub-points, you may or may not have sub sub-points. Add or delete sub sub-points as needed.)

b. (Sub-point sentence(s) here)

i. (Sub sub-point sentence(s) here)

ii. (Sub sub-point sentence(s) here)

c. (Sub-point sentence(s) here)

d. (Sub-point sentence(s) here)

i. (Sub sub-point sentence(s) here)

Transition: (complete sentence(s) here)

IV. (Write MAIN POINT C complete sentence(s) here)

a. (Sub-point sentence(s) here)

i. (Sub sub-point sentence(s) here)

b. (Sub-point sentence(s) here)

c. (Sub-point sentence(s) here)

Transition: (complete sentence(s) here)

V. **Re-state thesis:** (remind audience of central idea / goal of speech)

Review main points: (summary of overall presentation)

WOW statement: (impactful statement)

(Your outline should be detailed and well drafted. All the information you plan to share in your speech presentation should be included in your full-sentence outline. Remember, this speech should not be delivered using the manuscript or memorized method of delivery; you should be performing the extemporaneous delivery method. Meaning, I do not expect you to follow your outline verbatim when you are presenting your speech; however, I do expect you to share all of the information from your outline in your speech presentation in an organized manner following your selected organization strategy.)***

References

("Insert Reference List here" **See the example below – replace the examples with your references. References should be in alphabetical order by first author/organization's name. Note only references that were cited in the paper should be listed here.)**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychological Association. (n.d.). Reprint corrections, Publication of the American Psychological Association, Sixth Edition. Retrieved from http://www.apastyle.org/manual/corrections-faqs.aspx