

Demo Speech Outline Worksheet

TOPIC: Packing the perfect suitcase

ORGANIZATIONAL PATTERN: Chronological

SPECIFIC PURPOSE: The purpose of my speech is to teach the audience how to pack a neat and organized suitcase.

PRIMARY AUDIENCE OUTCOME: I would like to enable the audience to build their organizational skills.

THESIS STATEMENT: There are three essential steps to packing the perfect suitcase.

Introduction

ATTENTION GETTER:

So you are going on an awesome beach vacation for 5 days, what do you bring with you? I know when I go on vacation the only thing I can think about is what I am going to do first when I get to my destination.

PSYCHOLOGICAL ORIENTATION:

Before I go, I must pack my things so I can enjoy my vacation with the right clothes and some of the comforts of home. You don't want to pack too much stuff, because as I have learned from my experiences with traveling, the airlines just love charging you when your bags are over the 50lb weight limit. You also don't want to forget anything you can't live without on your trip.

LOGICAL ORIENTATION:

There are three essential steps to packing the perfect suitcase. The first step is to plan, the second is to organize and the third step is to review. We will go over each of these steps to pack the perfect suitcase and ensure a great start for your next trip.

Body

I. MAIN POINT : The first step to packing your suitcase is to create a detailed packing list.

A. SUBPOINT: Creating your checklist can be done in two steps

1. Think of all the items that you will need on your trip

a. The destination of your trip will determine which items you should pack.

b. Consider the activities you plan to take part in on your trip and which clothing and personal items you will need for each activity.

2. Divide your belongings into two categories of importance.

a. Must have items are essential items that you can't live without.

b. Like to have items are items that you would like to have on your trip but are not essentials.

Connective: Now that we have completed the first step, we can move on to our second step to organize our suitcase.

II. MAIN POINT: Your second step after gathering all items is to begin packing and organizing your suitcase.

A. SUBPOINT: You will need to organize the packing process for your suitcase.

1. Start by sectioning the items in your suitcase.

a. Create zones for like items.

b. Utilize plastic bags to separate liquid items from clothes.

c. Use the outer pockets of your suitcase for accessories.

d. Purchase toiletries in mini/travel sizes.

B. SUBPOINT: Make the most of the space in your suitcase by managing the items that will dominate most of the space.

1. Pack your clothes strategically, as they will use the majority of the space in your suitcase.

- a. Pair clothing together in outfits.
- b. Make sure to fold your clothes together neatly.
- c. Roll t-shirts together and underwear to maximize space.

Connective: Finally, we are ready for our third and final step.

III. MAIN POINT (state as a single declarative sentence): The third and final step to packing your suitcase is to reconcile your packing list with the items in your suitcase.

A. SUBPOINT: Complete a final review of your packing list and the items in your suitcase.

- 1. Make sure all items in your must have category have been packed.
 - a. Check off each items on your must have list as you go through your suitcase.
 - b. If space is available, add in the items on your like to have list.
- 2. Consider shifting the items in your suitcase to allow for ease when unpacking your suitcase.
 - a. Remove any items that will not fit in your suitcase.
 - b. Look for additional space in your carry on or unpack unnecessary items.

Conclusion

LOGICAL CLOSURE (review main points and restate thesis):

Now you have completed the three essential steps to packing the perfect suitcase. Remember, the key ideas here are to plan, organize and review.

PSYCHOLOGICAL CLOSURE (relate importance and relevance to this audience):

I recently found myself having to pack up my things to move out of my condo due to water damage and by using this process, I was able to quickly organize everything I need to take with me and not feel like I left anything behind. Even though this was unexpected, I was still able to be prepared.

CLOSURE/CLINCHER (end with a bang, not a whimper):

Think through what you really need verses bringing things along that you may or may not use. Follow these three steps for packing the perfect suitcase and you'll have everything you need and nothing you don't on your next trip.