

Sample Informative Speech Outline

Name

Informative Speech Outline Draft 1

Speech Class

Date

Introduction

- I. **Hook/Grabber** (use one of the three methods discussed in class/best method=story)
- II. **Transition** to topic
- III. **Introduce your topic**
- IV. **Transition** to Purpose Statement
- V. **Preview of points:** (This is your purpose statement. It is very important to give your audience a clear road map to your speech. Example: Today, please join me in exploring the effect climate change is having on our weather. During this talk we will take a closer look at.....(list your points))

Transition to Area of discussion 1:

Area of Discussion 1: _____

Point 1:

Detail: (The number of details for your topic may vary. It is important to make sure that you have developed each of your points evenly. You

Detail: may have slightly more details in one section or another, but in

Detail: general, you want for the info in your points to seem balanced).

Detail:

Detail:

Point 2:

Detail:

Detail:

Detail:

Transition Sentence:

Area of Discussion 2:

Points...etc.

Details....etc.

Transition Sentence:

Area of Discussion 3:

Points...etc.

Details...etc.

Transition Sentence:

Area of Discussion4:

Points...etc.
Details...etc.

Transition Sentence:

Area of Discussion 5:
Points...etc.
Details...etc.

(It is probably best for this five minute speech not to task yourself with more than five main focus areas. Some of you may only have three or four. No one should have fewer than three main areas of discussion).

Transition to Conclusion:

Conclusion

- I. **Summarize/revisit** your areas of discussion, but be sure to vary your word choice.
- II. Explain why an understanding of your topic matters to your audience.
- III. Open out be coming full circle
***Be sure to end with **meaningful comments**.

Works Cited

"Our Clear Path for Climate Action." *Environmental Defense Fund*.

Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.

Jackson, William. *Climate Control*. New York: Norton, 1991. Print.

Smith, John. "Weather Related Crisis." *National Geographic Online*. National Geographic Online, 28 Feb. 2011. Web. 2014.