

Informative Speech Outline Template

Title: [Speech Title]

Introduction:

Attention Getter:

[Interesting fact, anecdote, quote, or question to grab audience's attention]

Relevance:

[Explanation of why the audience should care about your topic]

Credibility:

[Briefly mention your credentials or experience related to the topic]

Thesis / Preview:

[A one sentence summary of your speech or your argument, along with a brief outline of your main points]

Body:

1. Main Point:

[First key argument or idea]

• Sub-point 1:

[Supporting detail or evidence for Main Point]

• Sub-point 2:

[Supporting detail or evidence for Main Point]

• Transition Statement:

[Bridge to connect Main Point 1 to Main Point 2]

2. Main Point:

[First key argument or idea]

• Sub-point 1:

[Supporting detail or evidence for Main Point]

• Sub-point 2:

[Supporting detail or evidence for Main Point]

• Transition Statement:

[Bridge to connect Main Point 1 to Main Point 2]

3. Main Point:

[First key argument or idea]

• Sub-point 1:

[Supporting detail or evidence for Main Point]

• Sub-point 2:

[Supporting detail or evidence for Main Point]

Conclusion:

Restate Thesis:

[Restate your thesis or central argument]

Summarize Main Points:

[Briefly state your main points]

Closure / Call to Action:

[Wrap up your speech by inspiring, challenging, or calling the audience to action]

Thank Audience:

[A statement to express gratitude to the audience for their attention and participation]

References:

1. Source:

[Source]

2. Source:

[Source]

3. Source:

[Source]

Informative Speech Outline Example For Accountants

LP Steffe



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