

Format for Informative Speech Outline

To be used in the speech, for the speech checklist, and on the exam. You must turn in an outline the day of your speech. The outline can be your notecard, in this format.

I. Introduction

A. Attention Device—How can I gain the attention of the audience?

1. This can be a poem, a quote, a rhetorical question, a story, etc...
2. *Should be about 30 sec.*

B. Thesis Statement—What is my speech about?

1. 1-2 sentences introducing your topic to your audience

C. Forecast of Main points—What are my 3-5 speaking points

1. 1-2 Sentences telling the audience what points you will be covering
2. *Thesis and Forecast should be about 30 sec. together*

D. Link to First point—How I get into my 1st main point.

1. 1 or 2 sentences written to transition into the body and 1st point
2. *Entire Intro should be 1-1:30 seconds*

II. Body (3-5 Main Points)

A. Point #1—Description of 1st point with subpoints

1.
 - a.
2.
 - a.

B. Point #2

C. Point #3

1-1:30 for each point or more

III. Conclusion (*Should be 1-1:30 seconds long*)

A. Summary of Main Points

1. 1-2 sentences summarizing the points you have just talked about

B. Re-State Thesis

1. 1-2 sentences rephrasing your thesis for the audience

C. Clincher—ties to attention device, "*Tying the Bow on the Package.*"

1. Can be a story, quote, poem, answer to your opening question, etc...

Speech Outline Examples

**Shelley D. Lane, Ruth Anna
Abigail, John Casey Gooch**



Speech Outline Examples:

ENGLISH FOR COMMUNICATION SCIENCE TIM LC UMM, 2020-06-14 English for Communication Science is written to fulfill students' needs to learn Foreign Language for Specific Purposes. This book is designed to provide an opportunity for the students to develop their English skills more communicatively and meaningfully. It consists of twenty-eight units. Each unit presents reading, writing, and speaking sections. The reading section consists of pre-reading, reading comprehension, and vocabulary exercises related to the topic of the text. In the writing section, some structure and sentence patterns are completed with guided writing exercises. Meanwhile, in the speaking section, students are provided with models and examples followed by practical activities which are presented in various ways. The materials have been arranged and graded in accordance with their language levels. Above all, to improve the quality of this textbook, criticisms and suggestions for better editions are highly appreciated.

From Classroom to Podium: A Student's Guide to Powerful Public Speaking & Presentation Skills Gerard Assey, 2023-11-15 Embark on a transformative journey with *From Classroom to Podium: A Student's Guide to Powerful Public Speaking & Presentation Skills*. This indispensable guide equips students with the artistry of impactful communication, offering practical insights from audience analysis to conquering the stage. Discover the nuances of crafting compelling speeches, leveraging visuals effectively, and mastering body language and voice modulation. Through expert advice, engaging exercises, and real-world examples, students navigate the intricacies of captivating an audience, handling feedback, and even thriving in the digital age. With 25 Do's and Don'ts, this guide ensures a holistic approach from personal brand building to navigating special presentations and continuous growth. Unleash your potential, gain inspiration from success stories, and evolve into a confident speaker ready to conquer any podium. Whether you're a novice or seasoned speaker, this guide is your passport to becoming a proficient and influential communicator. The podium awaits your empowered voice.

CONVEYING IDEAS A Text Book on Improving Public Speech Dr Ananta Geetey Uppal, **The Role of Generative AI in the Communication Classroom** Elmoudden, Sanae, Wrench, Jason S., 2024-02-12 In an era marked by the rapid integration of Artificial Intelligence (AI) into our lives, the discourse surrounding its implications has intensified. *The Role of Generative AI in the Communication Classroom* is a pioneering book that delves into the multifaceted dimensions of AI, specifically focusing on OpenAI's revolutionary Chat Generative Pre-Trained Transformer (Chat GPT) and its profound influence on the landscape of communication education. This book navigates the intersection of technology, education, and ethics, shedding light on the imperative need for a collaborative approach to shape AI's evolution. AI's potential to reshape industries and human roles is undeniable. Rooted in the intricate workings of AI and its hallmark, Chat GPT, this book meticulously dissects the dynamic relationship between humans and machines. The discourse extends beyond technology and into the realm of education, asserting that the power to mold AI's trajectory cannot rest solely in the hands of developers. While revealing AI's transformative potential in the communication classroom, the book conscientiously explores ethical concerns and biases.

fostering a balanced approach to its integration This book is instrumental to the ongoing discourse on AI s role in education The call for ethical considerations inclusivity and regulation serves as a guiding compass for educators students developers and policymakers alike The book ensures a holistic perspective on AI s integration by addressing privacy citation voice ownership and overall digital ethics

Public Speaking Basics Michael A. Griffin, 2015-04-03 This textbook provides concise information classroom exercises homework assignments and speeches to enable college students to master public speaking There is an emphasis on creating effective thesis sentences motivational appeals introductions and conclusions outlines and supporting information The text includes sample speeches for each speaking assignment along with pertinent speech evaluation forms Chapter topics include speech anxiety delivery subject selection and audience analysis thesis sentences motivational appeals organizing and outlining introduction and conclusion methods supporting information presentational aids effective listening Standard American English sounds and creating various informative persuasive and special occasion speeches A sample course syllabus is provided as well as a test study guide In this revised edition some of the chapter exercises have been revamped some sample speech outlines updated some of the explanations clarified and a new special occasion speech has been included

Principles of Public Speaking Kathleen M. German, Bruce E Gronbeck, Douglas Ehninger, Alan H. Monroe, 2016-05-23 Balancing skills and theory *Principles of Public Speaking* emphasizes orality Internet technology and critical thinking as it encourages the reader to see public speaking as a way to build community in today s diverse world Within a framework that emphasizes speaker responsibility critical thinking and listening and cultural awareness this classic book uses examples from college workplace political and social communication to make the study of public speaking relevant contemporary and exciting This brief but comprehensive book also offers the reader the latest in using technology in speechmaking featuring a unique and exciting integrated text and technology learning system

Processing Public Speaking A. Kanu, D.A.; S. Durham, M.A., 2014-04-01 *Processing Public Speaking* covers all the traditional topics and offers much more including chapters on public speaking traditions public speaking as communication process processing the introductory speech processing technology in public speaking processing listening oral interpretation analyzing audiences organizing and outlining speeches persuasive speaking and debating processing verbal communication processing nonverbal communication and delivery impromptu speaking and ethics As an invaluable resource *Processing Public Speaking* allows readers to access practical information that describes the production and consumption of presentations in technical humanities and social science business and education courses The approaches in this text include tailoring public messages by identifying what the audience wants and needs with adaptation to cultural differences with focus on the public speaking heritage of rhetorical discourse

Principles of Public Speaking Kathleen German, 2017-06-26 Balancing skills and theory *Principles of Public Speaking* 19th Edition emphasizes orality internet technology and critical thinking as it encourages the reader to see public speaking as a way to build community in today s

diverse world Within a framework that emphasizes speaker responsibility listening and cultural awareness this classic book uses examples from college workplace political and social communication to make the study of public speaking relevant contemporary and exciting This edition opens with a new chapter on speaking apprehension and offers enhanced online resources for instructors and students Suggestive Outlines in Speech for the Elementary, Intermediate & Secondary Schools Michigan Association of Teachers of Speech,1936 *Communication in a Civil Society* Shelley D. Lane,Ruth Anna Abigail,John Casey Gooch,2024-03-06 Using the concept of civility as the major theme this fully updated second edition offers a unique and alternative way to teach and learn about communication The book brings together discrete areas that explore the fundamentals of communication and intrapersonal communication interpersonal communication small group communication and public speaking Every chapter includes theories concepts and examples that allow students to use civil and ethical communication skills in their personal relationships in collaboration with colleagues and in giving public speeches and professional presentations This new edition highlights advances in and concepts related to mediated and technology based communication such as chatbots technostress and dating apps and shows how students can engage in civil face to face and mediated interaction Additionally each chapter includes a real world incident that students are asked to analyze in terms of specific chapter information and skills related to civility *Communication in a Civil Society* is an ideal textbook for Introduction to Communication Interpersonal Communication and Public Speaking courses Materials for instructors including PowerPoint slides a test bank and an instructor s manual are available at www.routledge.com/9781032513263

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