**Outlining Format**

**NAME**

**Type of Speech**

**Section or Time**

**Date submitted**

Title *(if desired; not necessary)*

**Specific Purpose:** To \_\_verb\_\_\_\_ the target audience the specific content.

*(Verbs would include to inform, demonstrate, convince, explain, describe, persuade, motivate, entertain, inspire, delight, or define.)*

**Introduction:** *(The introduction is written out in paragraph form. Use some sort of attention getting device as discussed in chapter 9. The introduction should be written after the body of the speech is prepared. It should be about 10% of the total speech time, and there should be a clear bridging statement between the attention-getting technique and the thesis/central idea. Practice the introduction so that you know it particularly well.)*

**Thesis or Central Idea**: *This sentence makes it very clear to the audience what you intend to accomplish in the speech and/or what position you intend to defend.*

**Preview:** *This portion serves to inform your audience of the plan that you will follow in order to explain, demonstrate, expose, or prove your thesis/central idea. It is a signpost to the major ideas of the speech. The central idea and the preview might be contained in the same sentence.*

1. **First Main Idea, Step, Argument, or Reason used to explain, prove, or** **demonstrate thesis**
   1. **First Division of First Main Idea.**
      1. **Supporting Material such as statistic, quotation, fact, narrative.**
      2. **Etc.**
   2. **Second Division of First Main Idea**
   3. **Etc.**

*(Note 1 - Phrase Roman numeral and A, B, C, etc. units of outline as full but brief sentences. For example, not “Heimlich’s list of symptoms,” but “Dr. Heimlich offered a reliable list of choking symptoms.”)*

*(Note 2 – Phrase units directly. I should be able to look at the preparation outline and have a fairly complete idea of your content. For example,* ***not*** *“I will talk about symptoms” or “Tell audience choking symptoms,” or “Give symptoms of choking.”)*

*(Note 3 – Quotations, stories, statistics, and their sources need only be noted, not written in full detail.)*

*(Note 4 – Main ideas are ideas, not supporting materials.)*

*(Note 5 – If you have A, you must have B; if you have 1, you must have 2, etc.)*

**Transition:** *These are bridging statements that inform the audience that you are moving to a different main step, point, or argument in the speech. Include them between I and II, II and III, etc.*

1. **Second Main Idea, Step, Argument, or Reason needed to explain, prove, or demonstrate thesis**

**A.**

**1.**

**2.**

**B. Etc.**

**Transition:**

1. **Third Main Idea, etc**. *Speech should have at least 2 and no more than 5 main points/ideas/steps/arguments.*

**Conclusion:** *Write out the words you will use to close the speech. It should include a summary of your main points. Avoid saying “In conclusion” or similar phrases. It should be a little shorter than the introduction (5-10% of speech). Practice it well also.*

**References or Works Cited**

*(Use References if sources are in APA and Works Cited if sources are in MLA.)*