**Outline Worksheet for Informative Speech**

**Title:**

**Speaker:**

**Specific Purpose:**

**Central Idea:**

**Introduction:**

1. Attention-getter:
2. Reveal the thesis or central idea:
3. Establish your credibility and goodwill:
4. Preview the body of the speech:
   1. First…
   2. Next…
   3. Finally…

(transition)

**Body:**

1. Main point or Main Idea #1
2. Subpoint and/or supporting material (such as a statistic or a quotation)
3. Sub-subpoint (optional)
4. Sub-subpoint (optional)
5. Subpoint and/or supporting material
6. Sub-subpoint
7. Sub-subpoint

(possible internal summary or transition)

1. Main point or Main Idea #2
2. Subpoint and/or supporting material (such as a statistic or a quotation)
3. Sub-subpoint (optional)
4. Sub-subpoint (optional)
5. Subpoint and/or supporting material
6. Sub-subpoint
7. Sub-subpoint

(possible internal summary or transition)

1. Main point or Main Idea #3
2. Subpoint and/or supporting material (such as a statistic or a quotation)
3. Sub-subpoint (optional)
4. Sub-subpoint (optional)
5. Subpoint and/or supporting material
6. Sub-subpoint
7. Sub-subpoint

(possible internal summary or transition)

**Conclusion:**

1. Signal the End of the Speech:
2. Summarize the Main Points:
3. First…
4. Next...
5. Finally…
6. Reinforce the Central Idea (such as a quotation or dramatic statement):

**References (MLA or APA Style Required):**