



Basic Speech Outline

You can use this general outline format for all speeches. Throughout the year, we will adjust this template slightly for the individual speeches we write, but all of them are a variation of this basic format.

Introduction of Speech

- I. Attention Device Opener**-Question, Statistic, Example, Story, to grab audience's attention
- II. Central Idea**- The main idea of your speech that is integrated into your introduction.
- III. Specific Purpose**-To explain (inform, persuade, show, etc.) your topic with three main points that will become the body of the speech.

Body of Speech

- I. First Main Point** – Write a sentence explaining what your first point is.

- A. Story, statistic, research, reference, etc. about first main point.
- B. Story, statistic, research, reference, etc. about first main point.
- C. Story, statistic, research, reference, etc. about first main point.

(Transition Statement –Use your last point to transition to the Second Main Point)

- II. Second Main Point** – Write a sentence explaining what your second point is.

- A. Story, statistic, research, reference, etc. about second main point.
- B. Story, statistic, research, reference, etc. about second main point.
- C. Story, statistic, research, reference, etc. about second main point.

(Transition Statement –Use your last point to transition to the Third Main Point)

- III. Third Main Point** – Write a sentence explaining what your third point is.

- A. Story, statistic, research, reference, etc. about third main point.
- B. Story, statistic, research, reference, etc. about third main point.
- C. Story, statistic, research, reference, etc. about third main point.

(Transition Statement – Now make a transition to the Conclusion)

Conclusion of Speech

- I. Review of Main Points** - Recap your speech in a concise but creative format.
- II. Final Thought** - This should be a meaningful statement that will stick with your audience and give closure.

Informative Speech Outline Example For Accountants

**United States. Congress. Senate.
Committee on the Judiciary.
Subcommittee on Constitutional
Rights**

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Informative Speech Outline Example For Accountants Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Informative Speech Outline Example For Accountants free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Informative Speech Outline Example For Accountants free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading

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