

Informative Speech Outline

Follow this outline when writing your Informative Speech

I. Introduction

A. Attention Getter

1. Story
2. Quote
3. Interesting Fact
4. Interesting Statistic
5. Rhetorical Question

B. Introduce yourself and your topic

Ex: Hi, I'm _____ and today I'll be talking to you about _____.

C. Establish *Relevancy*

Why is this topic relevant to the audience? Why does it matter?

D. Establish *Credibility*

Why should we listen to *you*?

How are you qualified?

Why should we believe you?

E. Preview Main Points

Ex: Topic = Michael Jordan

"Today I'll be talking about Michael Jordan's childhood, his professional career and his legacy."

II. Body

A. Main Points

Divide your topic into 2-5 categories called main points

This is where the bulk of your info will go.

B. Example

1. MJ's childhood
2. MJ's career
3. MJ's legacy

I. Conclusion

C. Thank the audience

D. Recap main points- "Today I've talked to you about..."

E. Final Thought- What do you want the audience to remember most? Sum it up in one sentence.

Informative Speech Study Guide

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