



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

**Corinne P. Clendening, Ruth Ann
Davies**



Informative Speech Outline Example For Accountants:

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 **Exploring Speech Communication**

Mary Forrest, Margot A. Olson, 1981 **The National Public Accountant**, 2009 **Speak for Yourself** James H.

Byrns, 1985 *Public Speaking as a Liberal Art* John Fletcher Wilson, Carroll C. Arnold, 1978 The Balance Sheet, 1983

Challenging the Gifted Corinne P. Clendening, Ruth Ann Davies, 1983 Supplies guidance on the development of special educational programs for gifted children in grades kindergarten to twelfth grade **The Film Weekly**, 1959

CONVEYING IDEAS A Text Book on Improving Public Speech Dr Ananta Geetey Uppal, **Fundamentals of Public Speaking** Donald Cross Bryant, Karl Richards Wallace, 1969 **The CPA Journal**, 1992 **The Public Speaker/the Public Listener** Andrew D. Wolvin, Roy M. Berko, Darlyn R. Wolvin, 1999

The Second Edition of Wolvin Berko and Wolvin s popular text offers students a look at the total public communication process public speaking and public listening emphasizing how these two dimensions interrelate as public communicators shape present and receive speeches

Communicating Roy M. Berko, 1989 A mainstay among introductory communication courses *Communicating A Social and Career Focus* presents comprehensive coverage of basic communication theory interpersonal and group communication and public speaking skills in a concise and student friendly format *Communicating* continues to integrate culture and diversity and places special emphasis on active learning providing ample practice and application with Learn by Doing end of chapter exercises along with a variety of individual and grup activities class discussions and student self assessments The Accountant, 1935 **Text-Dependent Questions, Grades K-5** Douglas Fisher, Nancy Frey, Heather Anderson, Marisol

Thayre, 2014-09-02 Fisher Frey s answer to close and critical reading Learn the best ways to use text dependent questions as scaffolds during close reading and the big understandings they yield But that s just for starters Fisher and Frey also include illustrative video texts and questions cross curricular examples and an online facilitator s guide making the two volumes of TDQ a potent professional development tool across all of K 12 The genius of TDQ is the way Fisher and Frey break down the process into four cognitive pathways What does the text say How does the text work What does the text mean What does the text inspire you to do **Strategic Communication in Business and the Professions** Dan O'Hair, Gustav W.

Friedrich, Lynda Dee Dixon, 2008 Designed for introductory business and organizational communication classes this successful multi edition book focuses on helping the reader to master the four essential elements of effective communication

setting goals knowing the audience mastering skills and managing anxiety The Sixth Edition addresses current challenges to business communication created by advances in new technology the global marketplace shifting communication priorities and diversity within the workforce Building a Speech Sheldon Metcalfe,1991 **Annotated Instructor's Edition for Sellnow's Public Speaking** Sellnow,2001-05 AUTOMATICALLY PACKAGED WITH EVERY NEW COPY OF THE BOOK AND NOT AVAILABLE SEPARATELY Four types of annotations appear in the Annotated Instructor's Edition Discussion Tips suggest topics for classroom discussion which relate to the material presented in the text Teaching Tips include a wide range of suggested activities showing videos group activities writing exercises etc Background Tips draw attention to outside research sources from which additional lecture information may be obtained Technology Tips refer instructors to specific Web sites that will enhance lectures and provide ideas for Web activities **Zuozhuan and Early Chinese Historiography** Yuri Pines,Martin Kern,Nino Luraghi,2023-10-30 Zuozhuan Zuo Tradition is the foundational text of Chinese historiography and the largest text from preimperial China For two millennia its immense complexity has given rise to countless controversies with scholars debating its nature time of composition and historical reliability In the present volume the first of its kind in any Western language leading scholars of ancient China Greece and Rome approach Zuozhuan from multi faceted perspectives to examine in detail Zuozhuan's sources narrative patterns and meta narrative devices analyze the text in dialogue with other ancient Chinese works and open it to the comparative study with ancient Greek and Roman historiography Contributors are Chen Minzhen Stephen Durrant Joachim Gentz Martin Kern Wai yee Li Nino Luraghi Ellen O Gorman Yuri Pines David Schaberg and Kai Vogelsang **Proceedings of the Insurance Accounting and Systems Association** Insurance Accounting and Systems Association,1988

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PROJECT 1: Management Mogul Day 4 The following is one of many possible solutions to this lesson: 2. Start a new business using Actions>>Start New Business. Choose a 5000 sq. ft. (10x10 grid). PROJECT 1: Management Mogul 1. Start a new business using Actions>>Start New Business. Choose a 5000 sq. ft. (10x10 grid) manufacturing floor size. Virtual Business Management Mogul Cheat Pdf Virtual Business Management Mogul Cheat Pdf. INTRODUCTION Virtual Business Management Mogul Cheat Pdf (PDF) cheat sheet - management mogul project day 1.pdf PROJECT 1: Management Mogul GOAL:Average profit of \$20,000 or greater over four consecutive weeks. (Total profit for the four weeks greater than or equal to ... Business management simulation for high school students Virtual Business Management is an interactive, online business simulation that teaches high school students how to run a business successfully. Here are more hints for the Virtual... - Knowledge Matters Here are more hints for the Virtual Business Challenge. These hints are for the FBLA Virtual Business Management challenge. Color Revival 3rd Edition: Understanding ... Color Analysis is the art and science of looking at one's hair, eyes and skin to determine their natural coloring, or 'season'. Color Revival 3rd Edition: Understanding

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