

## **Informative Speech Formal Outline Worksheet**

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **Purpose Statement**

At the end of my speech, my audience will \_\_\_\_\_  
\_\_\_\_\_

### **Thesis Statement**

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#### I. Introduction

- A. Attention-getter:
- B. Thesis statement
- C. Preview of Main Points

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

- D. Interest/Relevance

[TRANSITION]:

#### II. \_\_\_\_\_

- A. \_\_\_\_\_
- B. \_\_\_\_\_

[TRANSITION]:

#### III. \_\_\_\_\_

- A. \_\_\_\_\_
- B. \_\_\_\_\_

[TRANSITION]:

#### IV. \_\_\_\_\_

- A. \_\_\_\_\_
- B. \_\_\_\_\_

[TRANSITION]:

V. \_\_\_\_\_

A. \_\_\_\_\_

B. \_\_\_\_\_

[TRANSITION]:

VI. \_\_\_\_\_

A. \_\_\_\_\_

B. \_\_\_\_\_

[TRANSITION]:

VII. Conclusion

A. Review of Main Points

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

B. Restate thesis:

C. Residual message:

**References:**

Source 1

Who (Author[s]):

When (date):

What (book title, article title, etc.):

Where (publisher, periodical, URL, etc.):

Source 2

Who (Author[s]):

When (date):

What (book title, article title, etc.):

Where (publisher, periodical, URL, etc)