**Informative Speech Delivery Outline Worksheet**

Consider: Your audience

Your topic and purpose (to inform, to demonstrate)

Part I Introduction (Purpose is to capture attention/build interest)

[\*May use attention-grabber – thesis statement]

Greeting

Name

Topic

Credibility (why you are qualified)

Relatability (why this matters/is of value to the audience)

[May preview speech]

Part II Body (Purpose is to provide information in an organized format)

Point 1 (w/support)

Point 2 (w/support)

Point 3 (w/support)

Part III Conclusion (Purpose is to summarize key info/provide recap)

[Notifier]

Summary/Recap

[Food for thought]

**Persuasive Speech Delivery Outline Worksheet**

Consider: - Your audience

- Your topic and purpose/point (“To persuade/encourage/challenge . . . “)

- Appeals to both Intellect and Emotion

Part I Introduction (Purpose is to capture attention/build interest)

[\*May use attention-grabber]

Greeting

Name

Topic (must include clear purpose/point)

Credibility (why you are qualified)

Relatability (why this matters/is of value to the audience)

[May preview speech]

Part II Body (Purpose is to provide information that strengthens purpose/point in an

organized format)

Point 1 (w/support- clear citations)

Point 2 (w/support)

Point 3 (w/support)

Part III Conclusion (Purpose is to summarize key info/provide recap)

[Notifier]

Summary/Recap

[Food for thought]

Call to Action/Challenge

\*Need different, credible, and current sources