



Informative Speech Template

Writing Center Hours: 8:30 AM – 4:30 PM

Email: okc.tutoring@okstate.edu

Phone: 405-945-3278



BASIC INFORMATIVE SPEECH OUTLINE FORMAT

3-5 minute speech (no shorter than 3 minutes but can go to six minutes without deduction).

Name:

Background Prep Info

Topic:

Organizational Pattern: (Chronological, Topical, Spatial)

Specific Purpose: “To inform my audience about”

Central Idea/Preview Statement with each of the three main points:

Use 12-point Times New Roman Font for the outline

Introduction:

I. Use an attention-getter: (Use one of the formal techniques discussed in the book and class such as question, compelling quotation, startling statistic, anecdote, etc.)(Possible Citation here: Dwyer, 2006). Start with this, not your name, speech title, or speech topic.

II. Introduce topic and motivate audience to listen (relate importance of topic to your audience):



Informative Speech Template

Writing Center Hours: 8:30 AM - 4:30 PM

Email: okc.tutoring@okstate.edu

Phone: 405-945-3278

- III. Establish YOUR credibility (How AND Why you know about the topic):
- IV. Preview your main points (This is the same as your Central Idea—insert it here):

Body:

- I. Main Point One (Stated as ONE complete sentence—NOT as a paragraph!)
 - A. Subpoint A (Stated as ONE complete sentence explaining part of point I above.)(Possible Citation here: Dwyer, 2006)
 - 1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint A above)
 - 2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint above)
 - B. Subpoint B (Stated as ONE complete sentence explaining another part of point I above.)(Possible Citation here: Dwyer, 2006)
 - 1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint B above)
 - 2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint B above)



Informative Speech Template

Writing Center Hours: 8:30 AM – 4:30 PM

Email: okc.tutoring@okstate.edu

Phone: 405-945-3278



(TRANSITION)

II. Main Point Two (Stated as ONE complete sentence—NOT as a paragraph!)

A. Subpoint A (Stated as ONE complete sentence explaining part of point II above.)

1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint A above)

2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint above)

B. Subpoint B (Stated as ONE complete sentence explaining another part of point I above.) (Possible Citation here: Dwyer, 2006)

1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint B above)

2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint B above)

(TRANSITION)

III. Main Point Three (Stated as ONE complete sentence—NOT as a paragraph!)

A. Subpoint A (Stated as ONE complete sentence explaining part of point I above.) (Possible Citation here: Dwyer, 2006)



Informative Speech Template

Writing Center Hours: 8:30 AM – 4:30 PM

Email: okc.tutoring@okstate.edu

Phone: 405-945-3278



1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint A above)
 2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint above)
- B. Subpoint B (Stated as ONE complete sentence explaining another part of point I above.)(Possible Citation here: Dwyer, 2006)
1. Sub-subpoint One (stated as ONE complete sentence giving more detail about Subpoint B above)
 2. Sub-subpoint Two (stated as ONE complete sentence giving more detail about Subpoint B above)

Conclusion:

- I. Signal ending with a signpost: (“In Conclusion,” or some other acceptable form signaling end of speech)
- II. Summarize main points: (Be detailed and complete with this one sentence list)
- III. Finish with a vivid, memorable ending: (Use one of the formal techniques discussed in book and in class such as quotation, startling statistic, anecdote, etc.)(Possible Citation here: Dwyer, 2006)



Informative Speech Template

Writing Center Hours: 8:30 AM - 4:30 PM

Email: okc.tutoring@okstate.edu

Phone: 405-945-3278



References

(List of at least three References in MLA format (make sure to say them out loud within main points in Body, so write them out if you need to).

Examples:

Book with one author

Last Name, First Name. Title of Book. Edition used. Place of publication: Publisher, Year of publication. Medium of publication.

Books with no author or organization as author

Encyclopedia of Football. New York: Sporting Publishers Inc., 2002. Print.

Canadian Pumpkinology Association. The Truth about Rats and Skunks: Nature's Worst Enemies. Toronto: La Fraude Publishers, 2009. Print.

LaFrambois, Karen. "Why Do People Treat Their Pets Better Than Other Humans?" Vanity Circus Sept. 2003: 121-140. Print.

Online web page:

Author/Editor (if available). "Title of Article (if applicable)." Title of Website/Database/Book. Version or Edition. Publisher information (the



Informative Speech Template

Writing Center Hours: 8:30 AM - 4:30 PM

Email: okc.tutoring@okstate.edu

Phone: 405-945-3278

organization/institution affiliated with the site), date of publication. Medium of publication. Date of access.

TV Program

"Cooking with Chocolate." Fancy Eats. The Food Channel. 6 June 2006. Television.

Film

Zoom: Academy for Superheroes. Dir. Peter Hewitt. Revolution Studios, 2006. Film.