

Format for Informative Speech Outline

To be used in the speech, for the speech checklist, and on the exam. You must turn in an outline the day of your speech. The outline can be your notecard, in this format.

I. Introduction

A. Attention Device—How can I gain the attention of the audience?

1. This can be a poem, a quote, a rhetorical question, a story, etc...
2. *Should be about 30 sec.*

B. Thesis Statement—What is my speech about?

1. 1-2 sentences introducing your topic to your audience

C. Forecast of Main points—What are my 3-5 speaking points

1. 1-2 Sentences telling the audience what points you will be covering
2. *Thesis and Forecast should be about 30 sec. together*

D. Link to First point—How I get into my 1st main point.

1. 1 or 2 sentences written to transition into the body and 1st point
2. *Entire Intro should be 1-1:30 seconds*

II. Body (3-5 Main Points)

A. Point #1—Description of 1st point with subpoints

1.
 - a.
2.
 - a.

B. Point #2

C. Point #3

1-1:30 for each point or more

III. Conclusion (*Should be 1-1:30 seconds long*)

A. Summary of Main Points

1. 1-2 sentences summarizing the points you have just talked about

B. Re-State Thesis

1. 1-2 sentences rephrasing your thesis for the audience

C. Clincher—ties to attention device, "*Tying the Bow on the Package.*"

1. Can be a story, quote, poem, answer to your opening question, etc...

Informative Speech Outline Example For Accountants

Patrick R. Delaney, O. Ray Whittington



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Table of Contents Informative Speech Outline Example For Accountants

1. Understanding the eBook Informative Speech Outline Example For Accountants
 - The Rise of Digital Reading Informative Speech Outline Example For Accountants
 - Advantages of eBooks Over Traditional Books
2. Identifying Informative Speech Outline Example For Accountants
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Informative Speech Outline Example For Accountants
 - User-Friendly Interface
4. Exploring eBook Recommendations from Informative Speech Outline Example For Accountants
 - Personalized Recommendations
 - Informative Speech Outline Example For Accountants User Reviews and Ratings
 - Informative Speech Outline Example For Accountants and Bestseller Lists
5. Accessing Informative Speech Outline Example For Accountants Free and Paid eBooks
 - Informative Speech Outline Example For Accountants Public Domain eBooks
 - Informative Speech Outline Example For Accountants eBook Subscription Services

- Informative Speech Outline Example For Accountants Budget-Friendly Options
- 6. Navigating Informative Speech Outline Example For Accountants eBook Formats
 - ePub, PDF, MOBI, and More
 - Informative Speech Outline Example For Accountants Compatibility with Devices
 - Informative Speech Outline Example For Accountants Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Informative Speech Outline Example For Accountants
 - Highlighting and Note-Taking Informative Speech Outline Example For Accountants
 - Interactive Elements Informative Speech Outline Example For Accountants
- 8. Staying Engaged with Informative Speech Outline Example For Accountants
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Informative Speech Outline Example For Accountants
- 9. Balancing eBooks and Physical Books Informative Speech Outline Example For Accountants
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Informative Speech Outline Example For Accountants
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Informative Speech Outline Example For Accountants
 - Setting Reading Goals Informative Speech Outline Example For Accountants
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Informative Speech Outline Example For Accountants
 - Fact-Checking eBook Content of Informative Speech Outline Example For Accountants
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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