**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)

Reliability (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 (support)

 Point 2 (support)

 Point 3 (support)

* **Part III**

 Conclusion (Purpose is to summarize key info)

 [Notified]

 Summary

 [Food for thought]