**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]