

Sample Outline Worksheet: Informative / Persuasive Speech

Speaker:

Specific Purpose Statement:

Thesis Statement:

Title (optional):

Introduction

- I. Attention-getter:
- II. Establish Relevance of subject:
- III. Establish Ethos of Speaker (Credibility):
- IV. Thesis Statement:
- V. Preview (each main point):
 <POSSIBILITIES>:
 First....
 Next....
 Finally....

(TRANSITIONS -- INTERNAL SUMMARIES / INTERNAL PREVIEWS / SIGNPOSTS)

Body

- I. Main Idea #1
 - A. Sub-point and/or Supporting Material (such as a statistic or quotation)
 1. Sub-sub point
 2. Sub-sub point
 - B. Sub-point and/or Supporting Material
 1. Sub-sub point
 2. Sub-sub point

(TRANSITIONS -- INTERNAL SUMMARIES / INTERNAL PREVIEWS / SIGNPOSTS)

II. Main Idea #2

A. Sub point and/or Supporting Material

1. Sub-sub point
2. Sub-sub point

B. Sub point and/or Supporting Material

1. Sub-sub point
2. Sub-sub point

(TRANSITIONS -- INTERNAL SUMMARIES / INTERNAL PREVIEWS / SIGNPOSTS)

III. Main Idea #3

A. Sub point and/or Supporting Material

1. Sub-sub point
2. Sub-sub point

B. Sub point and/or Supporting Material

1. Sub-sub point
2. Sub-sub point

(TRANSITIONS -- INTERNAL SUMMARIES / INTERNAL PREVIEWS / SIGNPOSTS)

Conclusion

- I. Summarize (overall theme):
- II. Review (each main point):
- III. Give “closure” to the speech:
- IV. Creative concluding thought (end with impact):

<NEW PAGE> (always start references on separate page)

References

SAMPLE OUTLINE

Speaker: Thies

Specific Purpose Statement: After listening to my speech, my audience members will be able to list at least three ways to avoid typical modern illness.

Thesis Statement: The three main causes of modern illness are poor diet, pollution, and stress, all of which can be controlled to some extent by each of us.

(Optional) Topic: "The Causes of Modern Illness"

(Optional) Title: "Are You Committing Nutritional Suicide?"

Introduction

- I. Do you ever feel like this?
 - A. **QUOTATION: ADELLE DAVIS ON EXHAUSTION.**
- II. You can make yourself feel better. (Preview main points)

Body

- I. Modern people often suffer from poor diets.
 - A. Too many convenience foods can cause malnutrition.
 - B. Too many chemical preservatives can cause toxic reactions.
 - C. Irregularly scheduled meals can cause gastric disorders.
 1. **INTERNAL SUMMARY: WHAT TO DO ABOUT IT.**
 2. **TRANSITION: DIET IS ONLY ONE FORM OF "POLLUTION."**
- II. Modern people are subjected to more pollution than ever before.
 - A. Air pollution contributes to respiratory diseases.
 1. **STATISTICS: BERGSMAN**
 - B. Water pollution contributes to digestive diseases.
 - C. Noise pollution contributes to nervous disorders.
 1. **INTERNAL SUMMARY: WHAT TO DO ABOUT IT.**
 2. **TRANSITION: NOISE POLLUTION IS ONLY ONE CAUSE OF STRESS.**
- III. Modern people are subjected to more stress than ever before.
 - A. Work-related stress contributes to nervous disorders.
 1. **STATISTICS: CALABRESE**
 - B. The day-to-day stress of modern living contributes to circulatory diseases.
 1. **INTERNAL SUMMARY: WHAT TO DO ABOUT IT.**

Conclusion

- I. Review the problem.
- II. Review what we can do about it.
- III. One final thought.
 - A. **QUOTATION: MICHAEL SMITH ON THE PLEASURES OF GOOD HEALTH.**

BIBLIOGRAPHY

Bergsman, Jurrit. *Health Care: Its Psychosocial Dimension*. Atlantic Highlands, N.J.: Humanities Press, 1985.

Calabrese, Edward J., and Michael W. Dorsey. "How to Insure your Health in a Dangerous World." *Vital Speeches of the Day* 52 (January 15, 1987): 213.

Leonard, George B. "Ultimate Fitness: *Esquire's* 10 keys to High-level Health and Athletic Performance." *Esquire* 101 (May 1987): 87.

Smith, Michael J. Personal interview on September 22, 1989. At Illinois State University.

Survey on Health Habits conducted at Illinois State University on September 24, 1989.