**Informative Speech Outline**

Name:

Topic:

General Purpose: To inform

Specific Purpose: (This should be a single statement that combines your general purpose, your audience, and your objective.)

Thesis: (This should be a single, concise sentence summarizing and/or previewing what you will be talking about during your speech.)

I. INTRODUCTION

1. Attention-Getter:
2. Credibility Statement:
3. Relevance to Audience:
4. Thesis and Preview of Main Points:

Transition: (*Transitions should be typed in italics.*)

II. BODY

1. Main Point I:
2. Subpoint:
3. Subpoint:

Transition: (*Transitions should be typed in italics.*)

1. Main Point II:
2. Subpoint:
3. Subpoint:

Transition: (*Transitions should be typed in italics.*)

1. Main Point III:
2. Subpoint:
3. Subpoint:

Transition: (*Transitions should be typed in italics.*)

III. CONCLUSION

1. Thesis and Summary of Main Points:
2. Audience Response Statement:
3. Wow Statement:

**References**

**Quick Tips: APA Style (7th Edition)**

* Your reference page should be titled **References** (centered and bolded).
* All entries are double-spaced, Times New Roman, and 12-point font (not bolded).
* Entries are formatted with a hanging indent. Do not center or number your entries.
* Entries should be alphabetized.
* Each entry should have one or more corresponding in-text citations within the outline. APA uses an author/date style of in-text citation. Citations of direct quotes require the addition of the page number (for sources with page numbers [p. 57]) or paragraph number (for sources without page numbers [para. 3]) in which the quote appears; summaries or paraphrases do not.
* For additional information on APA style, visit the [APA website](https://apastyle.apa.org/) (select the APA Style tab) or the [Purdue Online Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html).

**Reference Page Entry Example (Book):**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

Burnett, B., & Evans, D. (2016). *Designing your life: How to build a well-lived, joyful life*. Alfred A. Knopf.

**Reference Page Entry Example (Webpage):**

Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

Brietta, A. (2023, January 20). *Conquer stage fright with these public speaking tips*. Rio Salado College. <https://www.riosalado.edu/news/2023/conquer-stage-fright-these-public-speaking-tips>

**In-Text Citation Examples (Book):**

Direct quote: “Design thinking can help you build your way forward from wherever you are, regardless of the life design problem you are facing” (Burnett & Evans, 2016, p. 3).

Paraphrase: Design thinking is an effective tool for problem solving (Burnett & Evans, 2016).

For additional resources on APA citations, visit Purdue Online Writing Lab: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_overview_and_workshop.html>