`Basic Informative Outline Template
Example of Topical Structure

(See Chapter 11 of the textbook)

Preparation Outline Guidelines:

- **A preparation outline must be typed and submitted on the first day of speeches.** Speeches written out in "paragraph" form will not be accepted.
- **Note that this is a Basic Format**. It shows how the structure should look on your outline. Main ideas are identified with Roman Numerals (I. II., etc). Supporting ideas are identified with capital letters (A. B., etc). Material that further explains the supporting ideas are identified with numbers (1. 2, etc).
- **All ideas on a preparation outline should be written in full sentences**.
- **Note the chapter references by each section of the speech.** Review these sections for instructions regarding these elements of the outline.

Specific Purpose Statement (Chpt 6):

Central Idea (Chpt 6):

Introduction (Chpt 9)

Statement of Impact to Get Audience's Attention:

Introduce the Topic to the Audience:

Connect with the Audience/Give the Audience Reason to Listen:

Establish Personal Credibility about Topic:

Preview Main Points of Speech:

Body (Chpt 8)

I. (State your Main Idea in a Full sentence – Chpt 6)

- **A.** (First Supporting Idea that explains Main Idea)
  - **1.** (Supporting Material: Statistical Proof, Stories, Examples- Chpt 7)
  - **2.**
- **B.** (Second Supporting Idea that explains Main Idea)
  - **1.** (Supporting Material: Statistical Proof, Stories, Examples- Chpt 7)
  - **2.**

Transition: (Statement that moves audience from one idea to the next - Chpt 8)

II.

- **A.**
  - **1.**
  - **2.**
- **B.**
  - **1.**
  - **2.**

Transition:

III.

- **A.**
  - **1.**
  - **2.**
- **B.**
  - **1**
  - **2.**

Conclusion (Chpt 10)

Signal End of the Speech:

Re-state (Summarize) Main Points:

Close with Impact Statement to Leave a Lasting Memory:

Works Cited

(Cite your sources in MLA format)