**READ THESE INSTRUCTONS CAREFULLY  
DELETE THIS PAGE WHEN YOU SUBMIT YOUR OUTLINE FOR GRADING**

**General Rationale**

This document contains the template for the preparation outline, which is required for your informative and persuasive speaking assignments in this course and will guide you in formatting your assignment correctly. Use this template to create your outlines, paying careful attention to the expectations required for your assignment.

**General Writing Style**

1. Everything should be written in complete sentences.
2. The *general purpose* *statement* should be one of the four generally identified: to inform, to persuade, to entertain, or to commemorate. Here is an example: “The general purpose of this speech is to inform.”
3. The *specific purpose statement* should be written as a more detailed infinitive phrase. (An infinitive phrase begins with *to* added to a verb and an object.) Here is an example: “The specific purpose of this speech is to explain the benefits of internships for college students.”
4. The *thesis statement* should be a one-sentence statement of your overall theme for the speech. Here is an example: “Students who complete internships are more likely to get hired after graduation.”
5. See the examples of a *Relevance statement, Credibility statement, Thesis statement, and Preview statement on the* Example of Informative Speech Preparation Outline document in the course Files.
6. When using research to support your topic and the points you are making, write enough of your interpretation in complete sentences to demonstrate to your professor your understanding of the source. Use in-text citations to indicate where the reference materials are used.
7. Every item on the references list should be cited in the outline at least once.

**What Should and Should Not Be Changed**

* Fill in all of the top heading information (e.g., *Name, Professor, Title, etc.) without* removing any of the italicized labels. This is necessary information for your audience (your professor).
* Fill in all of the outline information (e.g., *Introduction, Attention-getter, Transition, etc.) without* removing any of the italicized labels. Those are signals to you and your professor.
* Eliminate any prompts that are in brackets by typing over them (e.g., Main point, Subpoint, Summary, etc.).
* Include corresponding citations in the appropriate subpoint and sub-subpoint places on the outline. Example documents in the course Files area are provided to show you how to format this page. Replace the example references with your own relevant references.
* Type your speech title on the page header [Your Speech Title].
* Remove this instructions page entirely once you have read it. The first page should be your outline.
* Save your file as a Microsoft Word document: LastnameSPCH275Week\_Outline

**Final Note**: You should not assume that this particular template shows you exactly how many main points, subpoints, and sub-subpoints to use. Every formal outline has its distinct number of main points and subordinate points. The number of those points depends on your speech topic, its content, and your development. The traditional alphanumeric system of a formal outline, however, does not change and should be followed.

*Your Name:* Click here to enter text.

*Professor:* Click here to enter text.

*Assignment:* Click here to enter text.

*Title of Presentation:* Click here to enter text.

*Date:*  Click here to enter text.

*General Purpose:* Click here to enter text.

*Specific Purpose:* Click here to enter text.

*Thesis Statement:* Click here to enter text.

I. ***Introduction***

A. *Attention-getter*: [start typing here—**eliminate the brackets throughout the outline**]

B. *Relevance statement:* [start here]

C. *Credibility statement:* [start here]

D. *Preview statement:* [start here]

*Transition: [start here—keep the green text to have the visual distinction]*

II. ***Body***

1. [Main point]

1. [Subpoint]

a. [Sub-subpoint]

b. [Sub-subpoint]

2. [Subpoint]

*Transition: [start here]*

1. [Main point]

1. [Subpoint]

2. [Subpoint]

a. [Sub-subpoint]

b. [Sub-subpoint]

*Transition: [start here]*

1. [Main point]

1. [Subpoint]

2. [Subpoint]

3. [Subpoint]

a. [Sub-subpoint]

b. [Sub-subpoint]

*Transition: [start here]*

III. ***Conclusion***

1. [Summary of main points]
2. [Action statement (only for persuasive speeches)]
3. [Memorable close]

**Example References**

Lucas, S. E. (2020). *The art of public speaking*. McGraw-Hill Education.

Natcom.org. (1999). NCA credo for ethical communication. *National Communication Association Legislative Council*. <https://www.natcom.org/uploadedFiles/About_NCA/Leadership_and_Governance/Public_Policy_Platform/PDF-PolicyPlatform-NCA_Credo_for_Ethical_Communication.pdf>

Simonds, C., Hunt, S. & Simonds, B. (2010). *Public speaking: Prepare, present, participate.* Allyn & Bacon.