



INFORMATIVE SPEECH TEMPLATE

Title:

Topic:

General Purpose: "To Inform"

Specific Purpose: A single statement that combines your general purpose, your audience, and your intended outcome (the outcome or behavior you want your audience to have as a result of your speech).

Thesis: A single, concise sentence summarizing and/or previewing what you will be talking about during your speech.

I. INTRODUCTION

- A. Attention-getter:
- B. Credibility material:
- C. Relevance to audience:
- D. Thesis and preview of main points:

Transition from introduction to body: (Transitions should be typed in italics).

II. BODY

- A. Body main point I
  - 1. First sub point
  - 2. Second sub point

Transition from first main point to second main point:

- B. Body main point II
  - 1. First sub point
  - 2. Second sub point

Transition from second main point to third main point:



C. Body main point III

1. First sub point

2. Second sub point

Transition from body to conclusion:

III. CONCLUSION

A. Thesis and summary of main points:

B. Audience response statement:

C. Wow statement:



References

*BOOK EXAMPLE (This heading not included on reference page):*

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

*JOURNAL EXAMPLE (This heading not included on reference page):*

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), page. <http://dx.doi.org/xx.xxx/yyyy>

*WEBSITE EXAMPLE (This heading not included on reference page):*

Author, A. A., & Author, B. B. (Date of publication). *Title of document.* Retrieved from <http://Web address>

### Quick Tips: How to Construct Your Reference Page

- Center title "References" [without quotation marks]
- All entries are double-spaced
- First line of each entry is flushed left; additional lines are indented with five spaces  
(hanging indent)
- References should be alphabetized by the last names of the authors or editors
- Include all author's names
- The date of publication should be placed in parentheses immediately following the last  
author's name
- Times New Roman/12 point font

For additional resources on APA Citations, visit Purdue Online Writing Lab:

<http://owl.english.purdue.edu/owl/resource/560/1/>