

Full Sentence Outline Format

Rules of Outlining:

1. Identify (probably) at least two, but (probably) no more than four main points in a speech
 2. Use Roman numerals for main points; capital letters for subpoints; Arabic numbers for sub-subpoints; small letters for sub-sub-subpoints, and small Roman numbers for sub-sub-sub-subpoints
 3. Show logical relationships of ideas through proper indentation
 4. Indent wrap-around sentences to the point where the first word of the sentence starts
 5. Only one sentence per letter (or number) in an outline
 6. Rule of Division: Never have a 1 without a 2, or an A without a B.
-

Topic: _____

Informative Speech

Specific Purpose: After listening to my speech, my audience will know or understand ____ (fill in here) ____.

or

In the next few minutes I'll explain _____.

Introduction (include in all outlines)

- I. **Attention-Getter:** Use one of the standard techniques: tell a story, refer to the occasion, refer to recent or historical events, refer to a previous speech, refer to a personal interest, refer to impressive facts or statistics, or refer to something a well-known person has said. Carefully, use a rhetorical question or humor.
- II. **Personal Credibility:** State your connection and/or experience with this topic to establish your credibility.

- III. **Purpose:** Use your **informative** purpose statement here in one single sentence.
- IV. **Preview:** Tell your audience what your main points will be in the order you will explain them.

[Transition into body of speech, e.g. Let's start with...]

Body (include in all outlines)

- I. First main point: Write in complete sentences. Main Points are never questions, quotes, or information that requires a source citation.
 - A. Subpoint: Make sure your sentences wrap to the start of the sentence to maintain the outline formatting as illustrated here.
 - 1. Sub-subpoint: How much development you need depends upon your speech
 - 2. Sub-subpoint Outlining Rule: No **1** without a **2**
 - a. Sub-sub-subpoint: How much development you need depends upon your speech
 - b. Sub-sub-subpoint Outlining Rule: No **a** without a **b**
 - i. Sub-sub-sub-subpoint: How much development you need depends upon your speech
 - ii. Sub-sub-sub-subpoint Rule: No **i** without a **ii**
 - B. Subpoint
 - 1. Sub-subpoint
 - 2. Sub-subpoint
 - a. Sub-sub-subpoint
 - b. Sub-sub-subpoint
 - I Sub-sub-sub-subpoint

ii. Sub-sub-sub-subpoint

[Summarize, then transition into second main point, e.g. We've discussed now let's look at.....]

II. Second main point: Make your main points clear by using parallel language when possible

A. Subpoint

1. Sub-subpoint

2. Sub-subpoint

a. Sub-sub-subpoint

b. Sub-sub-subpoint

i. Sub-sub-sub-subpoint

ii. Sub-sub-sub-subpoint

B. Subpoint

1. Sub-subpoint

2. Sub-subpoint

a. Sub-sub-subpoint

b. Sub-sub-subpoint

i. Sub-sub-sub-subpoint

ii. Sub-sub-sub-subpoint

[Summarize and transition into third main point, e.g. We've discussed now let's look at.....]

III. Third main point: Normally no fewer than two main points, but no more than four

main points

A. Subpoint

1. Sub-subpoint
2. Sub-subpoint
 - a. Sub-sub-subpoint
 - b. Sub-sub-subpoint
 - i. Sub-sub-sub-subpoint
 - ii. Sub-sub-sub-subpoint

B. Subpoint

1. Sub-subpoint
2. Sub-subpoint
 - a. Sub-sub-subpoint
 - b. Sub-sub-subpoint
 - i. Sub-sub-sub-subpoint
 - ii. Sub-sub-sub-subpoint

[Transition into conclusion]

Conclusion (include in all outlines)

- I. **Summary:** Re-state the main points you have explained.
- II. **Present advantage:** Briefly explain that “now you know [informative purpose].”
- II. **Clincher:** Use a standard technique such as “Reference to the Introduction.” By returning to your opening story, personal anecdote, facts, quotation, or rhetorical question, you can bring the audience around to where you began – but now with new understanding. Clinchers are a narrative way of saying, “the end.”

Works cited

Alphabetize the list of references you used in the presentation.

Use a standard handbook of English stylebook (such as MLA or APA).

Your audience will never see this list.