[Formal Outline Worksheet]

Name: 

Title: 

Purpose Statement
At the end of my speech, my audience will ________________________________

Thesis Statement

Audience Analysis
[How I’ve adapted my speech to my audience – demographics, knowledge, etc.]

I. Introduction
   A. Attention-getter:
   B. Thesis statement
   C. Preview of Main Points
      1. __________________________________________
      2. __________________________________________
      3. __________________________________________
      4. __________________________________________
      5. __________________________________________
   D. Interest
      [TRANSITION]:

II. ______________________________
   A. ______________________________
   B. ______________________________
   [TRANSITION]:

III. ______________________________
   A. ______________________________
   B. ______________________________
IV.  __________________________________________________________
    A.  _______________________________________________________
    B.  _______________________________________________________

[TRANSITION]:

V.  __________________________________________________________
    A.  _______________________________________________________
    B.  _______________________________________________________

[TRANSITION]:

VI. __________________________________________________________
    A.  _______________________________________________________
    B.  _______________________________________________________

[TRANSITION]:

VII. Conclusion
    A.  Review of Main Points
        1.  _______________________________________________________
        2.  _______________________________________________________
        3.  _______________________________________________________
        4.  _______________________________________________________
        5.  _______________________________________________________
    B.  Restate thesis:
    C.  Residual message:

References:

Source 1
Who (Author[s]):
When (date):
What (book title, article title, etc.):
Where (publisher, periodical, URL, etc.):

Source 2
Who (Author[s]):
When (date):
What (book title, article title, etc.):
Where (publisher, periodical, URL, etc.)
Formal Outlining Principles – Example Informative Speech Outline

A formal outline lists the main ideas and their support as well as the relative importance of the speech’s elements. The following provides an example of a proper formal outline:\(^1\):

Title
Diversity in the Media

Purpose Statement
At the end of my speech, my audience will be provided with insights regarding the Internet’s ability to create community from diversity.

Thesis Statement
By lowering the barriers of physical appearance in communication, the Internet’s uniquely anonymous form of interaction could build diversity into community.

Outline

I. Introduction
   A. Attention-getter
   B. State thesis
   C. Preview of main points
   D. Interest in subject

II. No fear of being prejudged
   A. Unknown physical attributes
      1. Gender
      2. Age
      3. Race
      4. Style
   B. Freer Communication
   C. No automatic rejection

III. Inability to prejudge others
   A. No assumptions based on appearance
      1. Body type
      2. Physical disability
      3. Race
   B. Discovery of shared interests and concerns
      1. Sports and other activities
      2. Family values
      3. Political views
   C. Reduction of physical bias

IV. Conclusion
   A. Review of main points
   B. Restatement of thesis
   C. Residual message

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\(^1\) Adapted from:
This example illustrates several principles of outlining that can ensure completeness, balance, and clear relationships.

- All parts are systematically indented and labeled: Roman numerals (I, II) for primary divisions; indented capital letters (A, B) for secondary divisions; further indented Arabic numerals (1, 2) for supporting examples. For example:
  
  I.
  
  A.
  B.
  
  1.
  2.
  
  a.
  b.
  
  (1)
  (2)
  
  (a)
  (b)

- The outline divides the material into several groups. A long list of points at the same level should be broken into groups.

- Topics of equal generality appear in parallel headings (with the same indentation and numbering or lettering).

- All subdivided headings break into at least two parts because a topic cannot logically be divided into only one part (Rule of Division).

- All headings are expressed in parallel grammatical form – in the example, as phrases using a noun plus modifiers. This is a topic outline; in a sentence outline all headings are expressed as full sentences. The Rule of Parallel Structure states that the points in each indented section must be grammatically similar (I and II; A and B; 1, 2, 3 and 4; etc.). Parallelism is essential in a formal outline.

<table>
<thead>
<tr>
<th>Nonparallel</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes in Renaissance England</td>
<td>Changes in Renaissance England</td>
</tr>
<tr>
<td>1. Extension of trade routes</td>
<td>1. Extension of trade routes</td>
</tr>
<tr>
<td>2. Merchant class became more powerful</td>
<td>2. Increased power of the merchant class</td>
</tr>
<tr>
<td>3. The death of feudalism</td>
<td>3. Death of feudalism</td>
</tr>
<tr>
<td>4. Upsurging of the arts</td>
<td>4. Upsurge of the arts</td>
</tr>
<tr>
<td>5. Religious quarrels began</td>
<td>5. Rise of religious quarrels</td>
</tr>
</tbody>
</table>

- Although this example does not provide reference sources, references should be included and properly cited according to APA (American Psychological Association) style formats. The idea behind a reference list is that your audience could find your exact resource for additional information.