

Communications

Your Name

Demonstration Outline

Class Time

HOW TO OUTLINE A DEMONSTRATION SPEECH

Introduction

- I. (*Attention-Getter*)

- II. (*Topic or Thesis Sentence*)

Body

- I. **Materials Needed:**
 - A.
 - B.
 - C.
 - D.

- II. **What you need to know:**
 - A.
 - B.
 - C.

- III. **The steps you need to take:**
 - A.
 - 1.
 - 2.
 - B.
 - C.
 - D.
 - E.
 - F.

Conclusion

- I. (*Summary or transition*)

- II. (*Final Statement*)

DEMONSTRATION SPEECH

Demonstration Suggested Outline

INSTRUCTIONS: Write your own outline on a separate sheet of loose leaf paper following the outline format below.

I. INTRODUCTION

- A. Attention - getter
- B. Transition

II. BODY

A. Materials needed

Include cost and where to purchase materials

B. Step

- 1. _____
- 2. _____
- 3. _____
- a. _____
- b. _____
- 4. _____
- 5. _____
- 6. _____

Major steps

Sub steps - shows more detail

C. Step

- 1. _____
- 2. _____
- a. _____
- b. _____
- 3. _____

More detailed than sub steps

III. CONCLUSION

- A. Summary (transition)
- B. Final statement

- ✓ Remember to complete the body of the speech before writing the introduction and conclusion.
- ✓ The more thorough you are with your outline the more precise your speech will be presented.