

## Formal Outline – Informative Speech (25 points)

Name: \_\_\_\_\_

Score: \_\_\_\_\_

	2 points	1 point	0 points
Outline Provided		Copy of outline provided to instructor prior to presentation.	No outline provided, or handed to instructor after speech.
Format	Presentation format: plain white paper, 1-inch margins, 12 point Times or Courier font, numbered pages, typewritten, black ink, student name & title of speech	Colored paper, font other than 12 point Times or Courier, ink other than black, student's name not included, or title missing	Handwritten outline or handwritten Formal Outline Worksheet submitted
Specific Purpose	Specific purpose listed in proper format ( <i>After listening to my speech, my audience will...</i> ) or as infinitive ( <i>To inform my audience about...</i> )	Specific purpose listed, but not in specified format.	No specific purpose listed.
Thesis/Central Idea	Thesis or central idea listed in complete sentence.	Thesis or central idea listed, but not as complete sentence.	No thesis or central idea listed.
Audience Analysis	Audience Analysis form (A.U.D.I.E.N.C.E. – may be handwritten) submitted and completed in full.	Audience Analysis form submitted, but one or more elements missing.	No Audience Analysis form submitted.
Introduction	Introduction heading contains attention-getter, thesis/central idea statement, preview of main points with points listed, and interest statements.	Introduction heading follows format, but is missing one or more elements (attention-getter, thesis, preview, or interest)	Introduction heading not in proper format and/or missing several elements.
Body	Body contains 3-5 main points with support (i.e., 2 or more sub points per main point) and transition statements.	Body contains 3-5 main points, but lacks support (i.e. sub points) or missing transition statements.	Body contains less than 3 or more than 5 main points, no support or transition statements.
Conclusion	Conclusion heading contains review of main points with points listed, thesis/central idea restatement, and residual message (clincher, closer, take-away, etc.) statement.	Conclusion heading follows format but is missing one or more elements (review, thesis, residual message)	Conclusion heading not in proper format and/or missing several elements.
Outline: Key word	Outline is in key word format (not full sentences, but short words and phrases to avoid the potential for reading).	Outline mostly uses full sentences.	Outline is not really an outline but a written speech or essay.
Outline: Structure	Outline uses correct structure of Roman numerals, capital letters, and numbers properly with clean and systematic indentation.	Outline uses Roman numerals, letters, and numbers but not in proper format (i.e., MS Word's Outline default) and/or indentation is not clean and systematic.	Outline does not use proper Roman numerals, and numbers (i.e., bullets and dashes) with no indentation.
Outline: Rule of Division & Parallel Structure	Outline follows proper rule of division (topics divided into 2 or more sub points) and parallel grammatical structure (within same indentation and numbering or lettering)	Outline mostly follows proper rule of division and has a good attempt at parallel grammatical structure	Outline does not follow the rule of division nor parallel grammatical structure.
References: Listing & Structure	References: required number are listed in proper APA or MLA format (author, date, title, publication or retrieval information)	Required number of references listed, but not in proper APA or MLA format.	Required number of references not listed (or missing altogether).
References: Type	References include at least one academic journal or scholarly book (specialized knowledge, more authoritative, primary source)	References are trade books, specialized magazines or general interest magazines & newspapers (mostly secondary sources)	References include dictionaries, encyclopedias, wikipedia, blogs, personal testimony, or interviewed source.