

## Format for Informative Speech Outline

*To be used in the speech, for the speech checklist, and on the exam. You must turn in an outline the day of your speech. The outline can be your notecard, in this format.*

### I. Introduction

#### A. Attention Device—How can I gain the attention of the audience?

1. This can be a poem, a quote, a rhetorical question, a story, etc...
2. *Should be about 30 sec.*

#### B. Thesis Statement—What is my speech about?

1. 1-2 sentences introducing your topic to your audience

#### C. Forecast of Main points—What are my 3-5 speaking points

1. 1-2 Sentences telling the audience what points you will be covering
2. *Thesis and Forecast should be about 30 sec. together*

#### D. Link to First point—How I get into my 1<sup>st</sup> main point.

1. 1 or 2 sentences written to transition into the body and 1<sup>st</sup> point
2. *Entire Intro should be 1-1:30 seconds*

### II. Body (3-5 Main Points)

#### A. Point #1—Description of 1<sup>st</sup> point with subpoints

1.
  - a.
2.
  - a.

#### B. Point #2

#### C. Point #3

*1-1:30 for each point or more*

### III. Conclusion (*Should be 1-1:30 seconds long*)

#### A. Summary of Main Points

1. 1-2 sentences summarizing the points you have just talked about

#### B. Re-State Thesis

1. 1-2 sentences rephrasing your thesis for the audience

#### C. Clincher—ties to attention device, "*Tying the Bow on the Package.*"

1. Can be a story, quote, poem, answer to your opening question, etc...

# Informative Speech Outline Example For Accountants

**Irvin N. Gleim, Patrick R. Delaney**



## **Informative Speech Outline Example For Accountants:**

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Reviews each section of the CPA examination through study guides outlines and examples and provides sample multiple choice questions and simulations with detailed answers for practice

**College English and Communication** Marie M. Stewart, Frank W. Lanham, Kenneth Zimmer, Margaret M. Francis, 1978

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**The Accountant**, 1930

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*Railway Accounting Procedure* Railway Accounting Officers Association, 1928  
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Communication Strategies Business Documents and Oral Communication

The Chartered Accountant, 1989

Business Accounting ... Gould Leach Harris, 1920

**The California CPA Quarterly**, 1959

**Accountant Student and Accountants' Journal**, 1887

**The AICPA's Uniform CPA Exam** American Institute of Certified Public Accountants, 1997

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## **Table of Contents Informative Speech Outline Example For Accountants**

1. Understanding the eBook Informative Speech Outline Example For Accountants
  - The Rise of Digital Reading Informative Speech Outline Example For Accountants
  - Advantages of eBooks Over Traditional Books
2. Identifying Informative Speech Outline Example For Accountants
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Informative Speech Outline Example For Accountants
  - User-Friendly Interface
4. Exploring eBook Recommendations from Informative Speech Outline Example For Accountants
  - Personalized Recommendations
  - Informative Speech Outline Example For Accountants User Reviews and Ratings
  - Informative Speech Outline Example For Accountants and Bestseller Lists
5. Accessing Informative Speech Outline Example For Accountants Free and Paid eBooks

- Informative Speech Outline Example For Accountants Public Domain eBooks
  - Informative Speech Outline Example For Accountants eBook Subscription Services
  - Informative Speech Outline Example For Accountants Budget-Friendly Options
6. Navigating Informative Speech Outline Example For Accountants eBook Formats
    - ePub, PDF, MOBI, and More
    - Informative Speech Outline Example For Accountants Compatibility with Devices
    - Informative Speech Outline Example For Accountants Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Informative Speech Outline Example For Accountants
    - Highlighting and Note-Taking Informative Speech Outline Example For Accountants
    - Interactive Elements Informative Speech Outline Example For Accountants
  8. Staying Engaged with Informative Speech Outline Example For Accountants
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Informative Speech Outline Example For Accountants
  9. Balancing eBooks and Physical Books Informative Speech Outline Example For Accountants
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Informative Speech Outline Example For Accountants
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Informative Speech Outline Example For Accountants
    - Setting Reading Goals Informative Speech Outline Example For Accountants
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Informative Speech Outline Example For Accountants
    - Fact-Checking eBook Content of Informative Speech Outline Example For Accountants
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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