

Sample Informative Speech Outline

(This is offered as an example only. Do NOT use the content in this outline.)

INTRODUCTION

Hopefully, we will be achieving one of our major goals in life soon...graduating from college. All the tests, papers, and projects will be over. What a relief! Although we will no longer have to worry about grades, we will have to worry about something even more important...getting a job. It will determine our future, how we live...where we live...and whether or not we are happy with what we do. Therefore, we need to know how to interview for a job.

Subject Sentence: There are four steps to follow in preparing for the job interview.

Connective - To begin with - - - -

BODY

I. You must thoroughly research the company.

- A. Internet (give example on using the Internet)
- B. Publications (give examples of government sources, other career publications)
- C. People (what types of people can you contact?)

Connective - Second - - - - -

II. You must thoroughly analyze and prepare yourself.

- A. Verbal Communication
 - 1. What are your strengths and weaknesses? (Give examples)
 - 2. What can you do to improve your weaknesses? (Give examples)
- B. Nonverbal Communication
 - 1. What are your strengths and weaknesses? (Give examples)
 - 2. What can you do to improve your weaknesses? (Give examples)
- C. Appearance
 - 1. According to Ann Johnston's 2004 Dressing to Get the Job,
You should wear the following types of clothing to the interview.
Examples
 - 2. These types of clothing are considered to be unprofessional.
Examples

Connective – Next,

III. You should anticipate questions and answers.

A. Questions asked by the interviewer

1. In the May 2004 issue of Job Digest, Clarice Stevens lists these routine questions commonly asked at a job interview.

List questions

2. Other questions may include.....

List questions

B. Questions asked by the interviewee

1. In the November 2004 issue of Career Magazine, John Simons states:
“Interviewees must also be prepared to ask appropriate questions if they want to be perceived as strong, interested, viable candidates.”
2. Simons encourages the interviewee to ask the following types of questions.

List questions

Connective – Finally, to lessen anxiety on the big day,

IV. You should prepare everything that you need the night before the interview.

A. Portfolio (give examples of what it should contain)

B. Clothing (cite sources and their recommendations for “career” clothing)

C. Transportation

Connective - To summarize,

CONCLUSION

In order to prepare for the job interview, you should research the company, analyze yourself, anticipate questions and answers, and prepare the night before. This preparation may make the difference in how you approach each work day for the rest of your life....dreading it...or looking forward to it. If you fail to prepare, you may be preparing to fail.

Note to students:

- Label introduction, subject sentence, body, conclusion, and connectives. Connectives may be one word, a phrase, or a sentence.
- Write out the introduction, main points, and conclusion in complete sentences.
- Refer to at least three sources in the speech outline and verbally in the speech.
- Use the Speech Data and Bibliography Sheet as a cover for the outline.
- Use proper outline format. For example, if there is an A, there should be a B. If there is a 1, there should be 2.
- Use parallel wording for all of your main points. For example, “The first step is....” “The second step is...”
- Develop each main point with support material (e.g., examples, definitions, statistics, quotations, personal experiences, analogies.)