

Sample Preparation Outline

Name: _____

Subject/ Topic: _____

General Purpose: _____

Specific Purpose: _____



Introduction (a brief paragraph that includes thesis): _____

Transition Statement: _____

Body/ Middle:

I. Topic #1 _____

- Subtopic _____

- Subtopic _____

- Subtopic _____

Transition Statement: _____

II. Topic #2 _____

- Subtopic _____

- Subtopic _____

- Subtopic _____

Transition Statement: _____

III. Topic #3 _____

- Subtopic _____

- Subtopic _____

- Subtopic _____

Transition Statement: _____

IV. Topic #4 _____

- Subtopic _____

- Subtopic _____

- Subtopic _____

Transition Statement: _____

Conclusion/Closing (Should be a summary of the body... do NOT add any new information)

ALWAYS REMEMBER:
PROPER PREPARATION PREVENTS POOR PERFORMANCE