Name

Class

Topic

Date

1. Introduction
   1. Attention grabber
   2. Filler info\*
   3. Filler info\* \*this could include why you are interested in the job
   4. Filler info\*
   5. Thesis statement to lead into the rest of the speech
2. Body (switch the order/cut as needed)
   1. Required education
   2. Available colleges/training programs
      1. In state?
      2. Out of state?
   3. Physical demands
   4. Employment availability
      1. Locally?
      2. In Iowa?
      3. Across the nation?
   5. Salary
   6. Anything else about the job….
3. Conclusion – write this like a backwards introduction
   1. Restate thesis statement
   2. Tie information together
   3. Leave audience with a thoughtful closing statement