CAREER SPEECH OUTLINE FORMAT

I. INTRODUCTION

A. Attention Step: Humor, Quotes, Startling Statement, Direct Question, Story and Statistic.
B. State purpose: include here why you have chosen this career (skills, interests, personality traits, etc.)
C. Preview main points: In this speech, I will outline the job description, preparation and advantage/disadvantages of a career in ________________.

II. BODY

A. Job Description
   1. Definition
   2. Duties/Responsibilities
   3. Skills
   4. Salary (beginning to experienced)
   5. Job Outlook (growth, stability, turnover rate, etc.)
   6. Employment opportunities (places to work, concentrations in certain industries)
B. Preparation
   1. Education/Training
      a. High School
      b. College/Technical
         1. College(s) that offer this major
         2. Entrance requirements for the college(s)
      c. Additional Training (i.e. internships, apprenticeship, etc.)
   2. Qualifications
      a. Exams
      b. License/certification
      c. Experience
      d. Additional education/training (post-graduate or on-the job training)
C. Advantages and Disadvantages
   1. Advantages
      a. Working conditions
         1) Hours (shift work, flexible, salaried)
         2) Physical and mental demands of job
      b. Opportunities for advancement
      c. Fringe benefits, if any
   2. Disadvantages
      a. Working conditions
         1) Hours (shift work, flexible, salaried)
         2) Physical and mental demands of job
      b. Opportunities for advancement
      c. Hazards
   3. Best parts of the job (for you)
   4. Worst parts of the job (for you)
   5. Are you still interested in this job? Explain why or why not.

III. CONCLUSION

A. Review thesis
B. Clincher-leave your audience with something to think about

BIBLIOGRAPHY