

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