

RESEARCH WORKSHEET

Use this outline to help you organize your ideas/sources into a speech.

Topic (broad)

What You Know

What do you already know, and what additional questions do you have? This helps determine areas to research.

Research (broad)

Begin researching your topic on the Internet, in the library, etc. Note some of your initial credible sources below.

1. _____
2. _____
3. _____
4. _____

Narrow Your Research

Narrow your initial research to the strongest examples and facts that support your topic.

1. _____
2. _____
3. _____
4. _____

Use this outline to keep track of resources used in your speech and how you'll acknowledge/cite them. Provide enough information so that members of your audience can find the resource themselves.

Resource and Citation Examples

Resource	
Toastmasters International website	www.toastmasters.org
Book: <i>The Story of Toastmasters</i>	In the book, <i>The Story of Toastmasters</i> , it's noted on page 15 that ...
<i>Toastmaster</i> magazine	Ralph C. Smedley is quoted in the article "A Toast to Toastmasters" featured in the October 2014 issue of <i>Toastmaster</i> magazine.
Personal interview	In October 2014, I interviewed a Toastmaster on the subject of ...

Suggestions for how to incorporate your research into your speech are included in the outline provided. These are general guidelines only, and you may want to incorporate your research at other points than those indicated on the outline.

