

Demonstration Speech Sample Outline

“PERSONAL RECIPE COLLECTION COOKBOOK”

General Purpose: To demonstrate

Specific Purpose: To demonstrate to my audience how to make a personal recipe collection cookbook.

INTRODUCTION:

I. My favorite cookbook is a homemade one filled with family recipes. This cookbook originated with my daughter’s request. This cookbook is an effective way to collect and store your recipes. Today I will show you the four steps in making your own personal cookbook.

Transition: Like many projects let’s start by gathering materials.

BODY:

I. The first step is to gather the materials.

A. There are several supplies that are essential to complete the project.

1. The first item is a 3–ring binder.
2. The second item is paper both for recipes and for making the cover.
3. The third item is double–sided tape.
4. The fourth item is scissors.

B. Some supplies are optional.

1. Plastic page protectors are one such item.
2. Scissors that cut decorative edges are another.
3. Dividers are also optional.
4. Stickers to enhance the cover are also another.

Transition: Now that we've collected all the materials we can create our cover.

II. The second step is to create your own covers.

A. A theme usually inspired from your recipe paper will give your direction in creating your cover.

B. There are several steps to create the front cover.

1. The first step is to cut your paper to the size of the binder.
2. The second step is to attach the titles.
3. The third step is to add stickers to enhance your cover.

C. To create the back cover repeat the process, omitting the title.

Transition: We're half way done now, we've finished the outside. So let's go to the inside.

III. The third step is to copy the recipes.

A. Typing on the computer is my preferred method for copying recipes.

1. On the computer mistakes are easily corrected.
2. You can format your recipes so the writing is large and easy to read.
3. Your recipes will look more uniform.
4. Recipes can be saved on a disk to be printed at a later date.

B. Other methods can be used to copy recipes.

1. They can be typed on a typewriter.
2. They can be handwritten.

Transition: We now have our cover made, our recipes typed and printed. So, let's put it all together.

IV. The fourth step is to assemble your book.

A. Slip the covers into the front and back of the binder.

B. Recipes can be organized in several ways.

1. Arrange recipes in alphabetical order according to categories.

a. Your first category might be salads.

b. Your second category could be vegetables.

c. Your third category might be meats.

2. If you don't choose to use plastic pages use hole reinforcements.

You now have a personalized cookbook that was done in four steps. Let's review those steps again.

CONCLUSION:

I. The four steps in making a personal recipe book are:

A. The first step is gathering the materials

B. The second step is creating the cover

C. The third step is copying the recipes

D. The fourth step is assembling the book

II. I'd like to serve you one of the recipes from my book so you can see why it's important to me to preserve recipes for my family. I hope this demonstration will encourage you to make the effort to preserve your family recipes in this very efficient way, while you still can.