

Organizing the Preparation Outline

I. Start with Main Points

- A. Look at the research and try to find a way to organize your main points (chronological, spatial, topical, problem-solution, cause-effect).
- B. You should have at least two and no more than four main points.
- C. Try to keep the wording as similar as possible in all the main points, and state them in full sentences (not in fragments). Also, devote an appropriate amount of time to each one.

II. Next, Make Components of the Main Points with Subpoints

- A. Look at the research that fits under each main point and come up with key ideas that belong to these main points. These will be your sub points. You need at least two sub points for each main point.
- B. Subpoints can be in complete sentences or fragments.

III. Support Your Subpoints with Sub-Subpoints (your facts and examples)

- A. You must have at least four sources, that will be cited on your Reference section at the end of your outline. These sources will help provide you with your sub-subpoints.
- B. Make sure in the body of your speech you tell us where your information came from, and/or who said it, in other words, CITE YOUR SOURCES IN YOUR SPEECH.
- C. Sources could be books, book chapters, magazine/newspaper articles, interviews with expert or knowledgeable individuals, www sites, or any other viable Internet sources or electronic media.
- D. Examples you use for supporting your main points--can be personal experiences.

IV. Use Connectives Throughout Your Speech (refer to the connectives handout)

- A. Know what transitions, internal previews, internal summaries, and signposts are, and when to use them (see your Connectives Handout on the reverse side)!
- B. Label and include all connectives in your preparation outline.

SPECIFIC GUIDELINES FOR AN INFORMATIVE SPEECH PREPARATION OUTLINE:

MAKE CERTAIN THAT YOU LABEL EVERYTHING! (All labels are in parentheses--include all labels)

Title/Topic

Specific Purpose: This is what your main points must support or prove. Tell me in one sentence what the purpose of your speech is.

Central Idea/Thesis Statement: Summarize your speech/outline in one sentence. Should clearly sum up all of your main points.

INTRODUCTION

- I. (Attention Getter) This could be a story or anything you know will GRAB your audience's attention.
- II. (Credibility Statement) Answer the question "Why should we listen to YOU?" Give some type of factual information or some reference that will show that you know what you are talking about. This could be the fact that you had a class on the topic, or that you have done a lot of research, or that you have first hand experience with your topic, or you are an expert, etc.
- III. (Relevancy Statement) Tell your audience how your topic is relevant to them.
- IV. (Preview) Briefly reveal your topic and state what your main points will be. Be sure to use connectives (see your Connectives Handout)!!

TRANSITION: Transitions are used to go smoothly from one part/point of the speech to another. (Include in your transitional statement the exact wording you will use in your speech)

BODY

- I. (MAIN POINT 1) Your first main point goes here-it MUST be one complete sentence.

INTERNAL PREVIEW: of Subpoints (A, B, AND C) Go HERE (Include the exact wording of your internal preview)

- A. (SUBPOINT) You should have at least two subpoints under each main point. This could be one complete sentence. You cannot have an A without a B.
 1. (SUB-SUBPOINT) This is where the specific examples from your research are included to support your main points. You can use quotes, examples, stories. Be sure to cite all sources. If you have a '1.' you must have a '2..'
 - a. (Sub-sub-subpoint) Further examples and information to support your subpoint.
 - b. If you have an 'a.' you need a 'b.'
 2. SUB-SUBPOINT More of the above.
- B. SUBPOINT
 1. SUB-SUBPOINT
 2. SUB-SUBPOINT
- C. SUBPOINT (optional)
 1. SUB-SUBPOINT
 2. SUB-SUBPOINT

INTERNAL SUMMARY OF SUBPOINTS A, B, AND C GOES HERE (Include the exact wording of your internal summary)

TRANSITION: A transition is used to go smoothly from the 1st Main Point to the 2nd Main Point. (Include the exact wording of your transition)

- II. Your second MAIN POINT goes here. Follow the same format that you used for the first main point.

- III. Your third MAIN POINT goes here. (The total number of main points is optional, however, three main points seems to be the number easiest to manage as a speaker, and the easiest to remember for your audience.)

TRANSITION: A Transition is used to transition smoothly from the body of your speech into the conclusion. (Include in your transitional statement your exact wording)

CONCLUSION

- I. (Summary Statement) Summarize your main points. Be specific and concise.
- II. (Memorable Closing Statement) Leave your audience with something to think about. A memorable close that refers back to the attention getter creates psychological unity for your audience.

REFERENCES

Your sources. Include in your outline complete citations (using APA or MLA format) of the sources you used. Include interviews and EVERY SOURCE of information you used to prepare your speech That you WILL Cite in your speech.

Refer to the additional outlining handouts for further information and samples.