

OUTLINING THE SPEECH OR ESSAY

- I. Purpose of Outlining
 - A. Brings order to the topic because it lays out important points and shows how they fit together.
 - B. Defines the structure of the speech or essay
 - C. Helps speaker or writer place related items together
 - D. Helps speaker or writer ensure that ideas flow from one point to another
- II. Types of Outlines
 - A. Sentence Outline (or Formal Outline): should be representative of the spoken or written message. All elements of the outline of the speech or essay are written in complete sentences.
 - B. Phrase Outline (or Keyword Outline): key words or phrases are used to convey the points of the speech or essay.
- III. Elements of a Good Outline
 - A. Each item should contain only one unit of information.
 - B. Less important items should be subordinate to more important ones.
 - C. The relation of items should be shown by proper indentation.
 - D. A consistent set of symbols should be used.
 - E. The number of major points should be limited so that the audience will not have to assimilate too much information or relevant details.
 - F. Parallel wording should be used for main points.
 - G. Outline should include introduction, body, and conclusion.
 1. Introduction should perform one or more functions:
 - a. Get the attention of the audience
 - b. Introduce the topic
 - c. Show the importance of the topic
 - d. Present the thesis
 - e. Forecast the major ideas
 2. Body may be developed in a number of formats:
 - a. Topical: presents several ideas, one idea naturally preceding the other; useful for informative and entertaining speeches and essays
 - b. Chronological: uses time sequence for a framework; useful in informative and persuasive speeches and essays, both of which require background information
 - c. Spatial: organizes material according to physical space
 - d. Classification: puts things into categories
 - e. Problem/Solution: first part of speech or essay describes a problem and the second part presents a solution
 - f. Cause/Effect: first part of speech or essay describes the cause of a problem and the second describes its effect
 3. Conclusions should perform one or more functions:
 - a. Inform the audience that the speech or essay is concluding
 - b. Summarize major ideas
 - c. Leave the audience with an idea to remember
- IV. References
 - A. *Chapter 10: Outlining the speech.* (n.d.) Retrieved August 21, 2001, from <http://www.cameron.edu/~mikel/speech/chapter10.html/>
 - B. *Outlining the speech.* (n.d.) Retrieved August 28, 2001, from <http://www.lakeland.cc.il.us/~shortens/outliningthespeech.htm/>
 - C. *Outlining your points.* (n.d.) Virtual Presentation Assistant. Retrieved August 21, 2001, from <http://www.ukans.edu/cwis/units/coms2/vpa/vpa6.htm/>