

PREPARATION OUTLINE GUIDE *

The following is a guide to use as you develop preparation outlines for your speeches. For purposes of illustration, this guide has three main points in the body of the speech. In your speeches, of course, the number and organization of main points, sub points, and sub-sub points will vary depending on the topic and purpose of any given speech. However, the elements needed in the outline—title, specific purpose statement, central idea, introduction, body, conclusion, connectives, bibliography—will remain the same. For more information, check the guidelines for preparation outline and the sample preparation outline in your textbook.

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Name:

Date:

### TITLE

(Although Stephen Lucas suggests a title in his textbook: *The Art of Public Speaking*, you are not required to add a title to your outlines for this class. If you choose to add a title, be sure to consult the discussion of speech titles in the textbook.)

*Specific Purpose Statement:* (Should fit the criteria for specific purpose statements from your textbook.)

*Central Idea Statement:* (Should fit the criteria for central idea statements from your textbook.)

### INTRODUCTION

(You may *either* write out your Introduction word-for-word, *or* present it in outline form. In either case, label the Introduction as a distinct section of the speech and make sure it fulfills all four major objectives of an introduction explained in your textbook: (1) Gain the attention and interest of the audience; (2) Reveal the topic of the speech; (3) Establish credibility and goodwill; (4) Preview the body of the speech.)

(*Connective:* Make sure the audience knows you are moving from the introduction to the first main point of the body. Review information from your textbook for information on connectives)

### BODY

- I. The first main point is a single complete sentence expressing the main point of this section of the speech.
  - A. Sub point: (As with main points, sub points should be written in full sentences.)
    1. Sub-sub point (Sub-sub points do *not* need not to be written as full sentences.)
    2. Sub-sub point
  - B. Sub point

(*Connective:* Use a transition or other connective to help the audience move with you from one main point to the next. Review information from your textbook for information on connectives)

- II. The second main point is a single complete sentence expressing the main point of this section of the speech.
  - A. Sub point: (As with main points, sub points should be written in full sentences.)

B. Sub point:

1. Sub-sub point

- a. Sub-sub-point (these are further developments of the sub-sub point above. They do *not* need not to be written as full sentences.)

b.

2. Sub-sub point

(*Connective:* Use a transition or other connective to help the audience move with you from one main point to the next. Review information from your textbook for information on connectives)

III. The next main point is a single complete sentence expressing the main point of this section of the speech.

A. Sub point:

1. Sub-sub point

2. Sub-sub point

3. Sub-sub point

B. Sub point:

1. Sub-sub point

2. Sub-sub point

3. Sub-sub point

C. Sub point:

1. Sub-sub point

2. Sub-sub point

3. Sub-sub point

(*Connective:* Use a transition or other connective to help the audience move with you from the body of your speech to the conclusion.)

## CONCLUSION

(You may *either* write out your Conclusion word-for-word, *or* present it in outline form. In either case, label the Conclusion as a distinct section of the speech and make sure it fulfills both major objectives of an conclusion explained in your textbook: (1) Let the audience know you are ending the speech; and (2) Reinforce the audience's understanding of, commitment to, the central idea. Your instructor also suggests you summarize the main points you've discussed during the body of the speech. )

## BIBLIOGRAPHY

(Here you list complete citations for the research materials used in preparing your speech. The two major bibliography formats are those recommended by the Modern Language Association (MLA) and the American Psychological Association (APA). Sample citations are provided in the textbook. Your instructor prefers you use the MLA format because it asks for the retrieval date of internet citations.)

\* This guideline is adapted from strategies discussed in Stephen E. Lucas' *The Art of Public Speaking*.