



chapter **10**  
**Outlining the Speech**

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**Preparation Outline Content**

- Title
- Specific purpose
- Central idea
- Introduction



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**Preparation Outline Content**

- Main points
- Subpoints
- Connectives
- Conclusion
- Bibliography

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**Preparation Outline Guidelines**

- State specific purpose
- Identify central idea
- Label introduction, body, conclusion



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**Preparation Outline Guidelines**

- Use consistent pattern of symbolization, indentation
- State main points, subpoints in full sentences



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**Preparation Outline Guidelines**

- Label transitions, internal summaries, internal previews
- Attach bibliography
- Provide title

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**Visual Framework**

Symbolization & indentation showing relationships among ideas

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**Visual Framework**

- I. Main point
  - A. Subpoint
  - B. Subpoint
    - 1. Sub-subpoint
    - 2. Sub-subpoint
- II. Main point
  - A. Subpoint
  - B. Subpoint

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**Visual Framework**

- 1. Main point
  - a. Subpoint
  - b. Subpoint
    - i. Sub-subpoint
    - ii. Sub-subpoint
- 2. Main point
  - a. Subpoint
  - b. Subpoint

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## Visual Framework

- 1-Main point
  - 1.1-Subpoint
  - 1.2-Subpoint
    - 1.2.1-Sub-subpoint
    - 1.2.2-Sub-subpoint
- 2-Main point
  - 2.1-Subpoint
  - 2.2-Subpoint

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## Bibliography

List of sources used in preparing speech



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## Speaking Outline

Brief outline to jog memory during presentation

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## Speaking Outline Guidelines

- Visual framework
- Legible
- Brief
- Delivery cues

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## Delivery Cues

Directions for  
delivering key  
parts of  
speech



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## Complete Outline-Introduction

- I-Introduction
  - A-Attention getter
  - B-Introduce topic
  - C-Relate to audience/build credibility
  - D-Thesis statement
    - i-Preview statement
    - ii-Transition statement

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## Complete Outline-Body

II-Body

A-First main point

i-Sub-point

a-Sub-sub-point

b-Sub-sub-pointi-

ii-Sub-point

a-Sub-sub-point

b-Sub-sub-point

iii-Transition statement

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## Complete Outline-Body

II-Body

B-Second main point

i-Sub-point

a-Sub-sub-point

b-Sub-sub-pointi-

ii-Sub-point

a-Sub-sub-point

b-Sub-sub-point

iii-Transition statement

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## Complete Outline-Body

II-Body

C-Third main point

i-Sub-point

a-Sub-sub-point

b-Sub-sub-pointi-

ii-Sub-point

a-Sub-sub-point

b-Sub-sub-point

iii-Transition statement

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## Complete Outline-Conclusion

III-Conclusion

A-Review

i-Restate main points

ii-Restate thesis

B-Closure

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