

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 in the context of your speech, in your outline, and on your Reference section at the end of your outline (look at the Hula sample outline). These sources will help you support your main points.
 - 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, Web 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.
 - B. Label and include all connectives in your preparation outline.

The Following is a Template and Guidelines FOR AN INFORMATIVE SPEECH PREPARATION OUTLINE: MAKE CERTAIN THAT YOU LABEL EVERYTHING! (All labels are in parentheses--include all labels and visual framework in your outline. You may have 2, 3, or 4 main points.). You can use the following template for your Preparation outline by typing your information into the template and replacing the explanations. This is just an example/template. You may have more or less main points, sub-points, sub-sub-points, sub-sub-sub-points. In your introduction and conclusion you will include the same number of elements. In the introduction the **Attention getter is always first and the Preview is last. The order of the other elements is up to you.** It may make more sense to change the order of the Relevancy statement, Credibility statement, and Reveal Topic according to your topic. Your Preparation outline will include all of the labels and all of the connectives. You will include your title Specific Purpose, and Central Idea in the spaces provided. Your preparation outline will start after the following asterisks. Delete this explanation.

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—for example “I will inform my audience about....”

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

INTRODUCTION

- I. **(Attention Getter)** This could be a story or anything you know will GRAB your audience's attention.
- II. **(Reveal Topic)** Reveal your topic to your audience—just your topic—not a preview.
- III. **(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.
- IV. **(Relevancy Statement)** Tell your audience how your topic is relevant to them.
- V. **(Preview)** Briefly reveal your topic and state what your main points will be. Your Preview is your central idea/thesis statement. You could copy your central idea from above and paste it into this spot. Your Central Idea will make an excellent preview to your speech. Your central idea is your preview.

(TRANSITION: Transitions are used to go smoothly from one part/point of the speech to another. Include in all of your connectives 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 –your main points must be consistent with your preview and your central idea – similar wording.

(INTERNAL PREVIEW: of Subpoints (A, B, AND C) Go **HERE** – Include the exact wording of your internal preview that you will say in your speech)

- A. (SUBPOINT) You **MUST** have at least two subpoints under each main point. This could be one complete sentence or a phrase of fragment.
 - 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, facts, statistics, analogies, etc.... Be sure to cite all sources.
 - a. (Sub-sub-subpoint) Further examples and information to support your subpoint. You can use abbreviations for the label--Example = (SSSP).
 - b. (SSSP) If you have an 'a.' you must have a 'b.'
 - 2. (SSP) More of the above. If you have a '1.' you must have a '2.'
- B. (SP) You Must have a 'B.' You must include at least 2 subpoints for each Main Point
 - 1. (SSP) Sub-Sub-Points and SSSPs are optional, however, you will most likely have both in your speech to support your subpoints and main points.
 - a. (SSSP) Further examples and information to support your subpoint.
 - b. (SSSP) If you have an 'a.' you need a 'b.'
 - 2. (SSP)
- C. (SUBPOINT--optional)
 - 1. (SSP)
 - 2. (SSP)

(INTERNAL SUMMARY – OF SUBPOINTS A, B, AND C GOES HERE – Include the exact wording of your internal summary that you will say in your speech)

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. **(MP 2)** Your second **MAIN POINT** goes here. Follow the same format that you used for the first main point.

(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.'
 - c. (Sub-sub-subpoint) Further examples and information to support your subpoint.
 - d. (SSSP) If you have an 'a.' you need a 'b.'
 - 2. (SSP) More of the above.
- B. (SP)
 - 1. (SSP)
 - a. (SSSP) Further examples and information to support your subpoint.
 - b. (SSSP) If you have an 'a.' you need a 'b.'
 - 2. (SSP)
- C. (SUBPOINT--optional)
 - 1. (SSP)
 - 2. (SSP)

(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 2nd Main Point to the 3rd Main Point. (Include the exact wording of your transition)

- III. **(MP 3)** 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.)

(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. (SSSP) If you have an 'a.' you need a 'b.'
2. (SSP) More of the above.
- B. (SP)
1. (SSP)
 - a. (SSSP) Further examples and information to support your subpoint.
 - b. (SSSP) If you have an 'a.' you need a 'b.'
 2. (SSP)
- C. (SUBPOINT--optional)
1. (SSP)
 2. (SSP)

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

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. Give an example from each main point.
- 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 your Hula Sample for examples). **Refer to the additional outlining handouts in your packet for further information and samples.**