Outlining
There are two types of Outlines

**Preparation**
Helps you prepare what to say; full sentences

**Speaking**
Brief; meant to jog speaker’s memory
1. Introductions and Conclusions
2. Body and Delivery
3. Visual Aids
Introductions and Conclusions

Introduction to Communication
The object of introductions is to...
Gain Audience Attention (Attention Getter).
Establish Relevance (Why does it matter to your audience).
Establish Credibility (I know what I’m talking about).
Preview the body (thesis statement / preview).

Introductions
Beginning and Ending a Presentation
There are six effective ways to get attention.
Attention Getter Devices

- Quotation
- Startling Statement / Statistic
- Stimulate Imagination (Imagine If...)
- Tell a Story
- Humor
- Recent Event

Introductions

Beginning and Ending a Presentation
The object of introductions is to...
Gain Audience Attention (Attention Getter).
Establish Relevance (Why does it matter to your audience).
Establish Credibility (I know what I’m talking about).
Preview the body (thesis statement / preview).
Summary
Review of your main claims and points.

Memorable Close
A powerful idea to end your speech with. Usually connected with the attention getter.

Conclusions
Beginning and Ending a Presentation
Body of Speech

Introduction to Communication
Assignment and Context Factors – Decision Factors

Speech Goals.

Time Limitations.

Expectations and Conventions.

Body of Speech
Main Points – Global Decisions

Establish a clear, distinct purpose.

Ensure mutual inclusivity is present.

Number of Main Points – Quality over Quantity.

Body of Speech
Subpoints – Local Decisions

Make sure you’re completing the purpose through a process.

Subordinate points are not merely establishment of evidence.

Utilize Support Material: Narration, Definition, Description, Comparison, Evidence, Argumentation.
Transitions
Transitions

Transition between main points contain two elements: Preview and review.

Example: Now that we’ve examined the causes behind the Supreme Court’s Citizens United Decision, we can next examine how it will effect elections to come.”
Signposting: Encourage your students to use it
Delivery
Guidance for students

Topic Selection: Take inventory and establish a base line

What do your fellow classmates like to discuss and hear about? What do you have an interest in and have a fairly foundational understanding about?

Body of Speech
Guidance for students

Style of Speaking: Encourage extemporaneous speaking.

Requires students to know their material.
Guidance for students

You’re not perfect: Only you’re aware that you make a mistake.

Make sure you practice.
**Grading the Delivery**

Using language that is concrete and specific, but also illustrates the scene.

*Easily identifiable structure.*

*Distracting behavior.*

Body of Speech
Grading the Delivery

Is it evident that practice occurred: rate of delivery, interest in delivery, and call to action.

Are they reading, performing, or delivering the speech?
Visual Aids
Visual Aids