Outlining


Preparation Outline: Full Sentences, Complete Thoughts

Introduction
ATTENTION STRATEGY: Get your audience’s attention! Some ideas: begin with a question, a startling statistic, a personal story, a visual aid, or a rhetorical question.
CENTRAL IDEA/THEME: The main concept you want the audience to understand by the end of your speech. Don’t lose sight of this throughout your presentation!
PURPOSE STATEMENT: This declarative statement should be clear, concise, directional, and practical. It should indicate your intentions for the presentation.
SIGNIFICANCE: Make your audience care. Make it relevant to your listeners.
CREDIBILITY: Establish why you are a credible person to speak on this topic.
PREVIEW: Tell your audience what’s coming!
   I. Main Point 1
   II. Main Point 2

Body
TRANSITIONAL STATEMENT: Use words like: let me begin, my first main point, to start…
   I. This is main point one.
      A. Primary subpoint that supports your first main point.
         1. Secondary subpoint providing more evidence and support.
         2. Secondary subpoint providing more evidence and support.
      B. Primary subpoint that supports your first main point.
         1. Secondary subpoint providing more evidence and support.
         2. Secondary subpoint providing more evidence and support.
TRANSITIONAL STATEMENT: Use words like: my second point, however, so what does this mean?, now that I’ve explained x, along the same lines, consequently, conversely…
   II. This is main point two.
      A. Primary subpoint that supports your second main point.
         1. Secondary subpoint providing more evidence and support.
         2. Secondary subpoint providing more evidence and support.
      B. Primary subpoint that supports your second main point.
         1. Secondary subpoint providing more evidence and support.
         2. Secondary subpoint providing more evidence and support.

Conclusion
TRANSITIONAL STATEMENT: In summary, in conclusion…
   I. Include a good concise summary here.
   II. Refer to the introduction/attention getting strategy if useful or memorable.
   III. Have a memorable finish.
**Presentation Outline: Abbreviated, Simple Words & Phrases**

**Introduction**
A. **Attention**: Have you ever wondered…?
B. **Significance**: timely, most of you
C. **Credibility**: research, personal experience
D. **Purpose Statement**: Why, what to accomplish.
E. **Preview**: Point 1, 2

**Body**
A. **First main point** (parenthetically cite sources if necessary on presentation outline)
   1. 1124 people (put numbers and statistics here so you don’t get them wrong)
   2. More support.
B. **Second main point** (if you want, make use of highlighting to draw attention main points)
   1. Support.
   2. Support.

**Conclusion**
A. **Summary**
   1. First point
   2. Second point
B. **Connection to intro**
C. **Memorable closer!**

**Other Tips & Tricks**

- Write notes for yourself in the margin of your presentation outline. They can remind you to make eye contact or slow down.
- Your preparation outline is **not** your presentation outline.
- If you choose to use a PowerPoint/Google Slides, create a preparation outline **first**. Then, create the slides and a presentation outline. This will prevent you from overloading your slides or relying on the slides throughout your presentation.
- Expect that you will have several versions/drafts of a presentation outline. This is because only the most important information should be on the presentation outline and what you need on it will change the more you practice.