Name

COMM 1110

Instructor

Date

“Writing a Proper Outline”

*General Purpose*: To Inform

*Specific Purpose:* To inform my class how to write a proper outline.

*Central Idea:* A proper form of outlining includes the correct formatting of main points, connectives, and a well written introduction and conclusion.

**Introduction**

It’s shocking how many students in speech class do not know how to write a proper outline. Statistics taken in Ms. Correll’s two speech classes show that 95% of students did not know how to use the proper outline format. The cause of this ineptitude is still not certain, even though the format was clearly explained in class, and it is also fully explained and exemplified in the text book. The goal of this speech is to inform each of you the proper way to write an outline by including the correct formatting of main points, connectives, and a well written introduction and conclusion. By doing so your audience will have a much clearer understanding of your speech and it will also result in a good grade!

*(Transition*: Let’s get started on how to write out the main points.)

**Body**

1. The main points are the central features of your speech.
2. The main points should be arranged strategically.
3. The main points must always be in complete sentences.

1.The sub-subpoints should also be in complete sentences

1. The main points must use a consistent pattern of symbolization and indentation.
2. The sub- sub point will begin with the number 1.
3. The second sub-sub point will begin with the number 2

*(Internal Summary*: Let’s pause for a moment to summarize what we have found out so far: Main points are the central feature of our speech. They must be arranged strategically and written in complete sentences and use a consistent pattern of symbolization and indentation.)

1. Connectives are important to transition from one main point to the next.
2. Connectives will include transitions.
3. Connectives will include internal previews.
4. Connectives will include internal summaries.
5. Connectives will include sign posts.

(*Internal Preview*: I will now focus on the importance of writing a proper introduction and conclusion and some ways in which to grab the audience’s attention.)

1. A proper introduction and conclusion will make your speech exciting and memorable.
2. A well written introduction will include your specific purpose and central idea.
3. An introduction should only make up about 10-20% of your speech.
4. An introduction should gain the interest and attention of your audience.
5. A startling statement is a good way to arouse interest.
6. Asking a rhetorical question is another way to get your

listeners thinking.

1. A conclusion should only make up about 5-10% of your entire speech.

E. A conclusion should reinforce the central idea.

F. An exciting conclusion will help to make your speech more memorable.

1. You may end with a quotation or a dramatic statement.

2. You may refer back to the introduction.

**Conclusion**

To conclude, I hope that I have shown you the proper way to write an outline. This includes the proper labeling of main points, connectives, and how to write a proper introduction and conclusion. Writing a proper outline is the basis of a well-organized speech. By implementing these steps it will ensure that your audience will not be confused, and it will also result in a good grade and put a big smile on Ms. Correll’s face.