

Preparation Outline Guide

The following is a guide to use as you develop preparation outlines for your speeches. For purposes of illustration, this guide has three main points in the body of the speech. In your speeches, of course, the number and organization of main points, subpoints, and sub-subpoints will vary depending on the topic and purpose of any given speech. However, the elements needed in the outline—title, specific purpose statement, central idea, introduction, body, conclusion, connectives, bibliography—will remain the same. For more information, check the guidelines for preparation outlines and the sample preparation outline with commentary on pages 206–213 of your textbook.

Specific Purpose Statement: [Should fit the criteria for specific purpose statements on pages 82–88 of your textbook]

Central Idea: [Should fit the criteria for central ideas on pages 89–92 of your textbook]

INTRODUCTION

[Make sure it fulfills all four major objectives of an introduction explained on pages 186–195 of your textbook: (1) Gain the attention and interest of the audience; (2) Reveal the topic of the speech; (3) Establish credibility and goodwill; (4) Preview the body of the speech.]

(*Connective:* Make sure the audience knows you are moving from the introduction into the first main point of the body. For information on connectives, review pages 177–180 of your textbook.)

BODY

I. A single complete sentence expressing the main point of this section of the speech.

A. Subpoint [As with main points, subpoints should be written in full sentences.]

1. Sub-subpoint

2. Sub-subpoint

B. Subpoint

(*Connective:* Use a transition or other connective to help the audience move with you from one main point to the next.)

II. A single complete sentence expressing the main point of this section of the speech.

A. Subpoint

B. Subpoint

1. Sub-subpoint

a. Sub-sub-subpoint

b. Sub-sub-subpoint

2. Sub-subpoint

(*Connective:* Use a transition or other connective to help the audience move with you from one main point to the next.)

III. A single complete sentence expressing the main point of this section of the speech.

A. Subpoint

1. Sub-subpoint

2. Sub-subpoint

B. Subpoint

1. Sub-subpoint

2. Sub-subpoint

3. Sub-subpoint

C. Subpoint

(*Connective*: Use a transition or other connective to help the audience move with you from the body of your speech to the conclusion.)

CONCLUSION

[Label the conclusion as a distinct section of the speech and make sure it fulfills both major objectives of a conclusion explained on pages 196–201 of your textbook: (1) Let the audience know you are ending the speech; (2) Reinforce the audience’s understanding of, or commitment to, the central idea.]

BIBLIOGRAPHY

[Here you list complete citations for the research materials used in preparing your speech. American Psychological Association (APA). Sample citations for both are provided on page 135 of your textbook.]