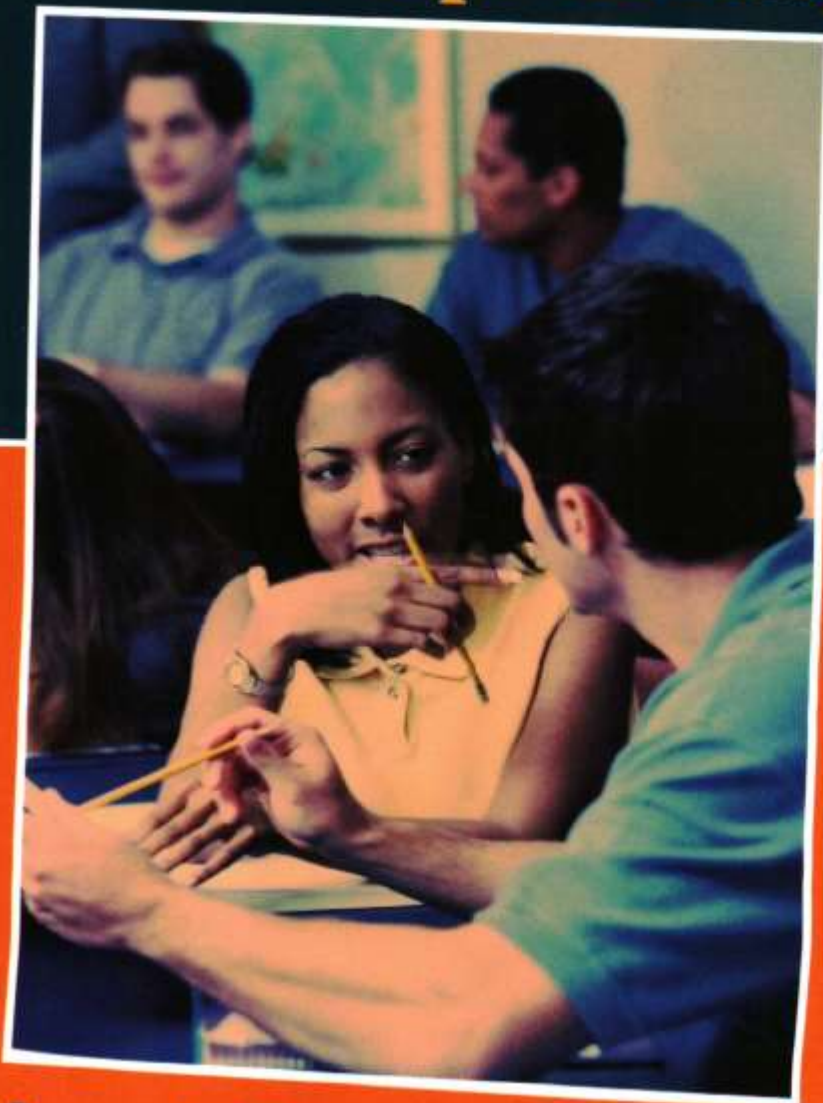


SECOND CUSTOM EDITION

Mastering Public Speaking



George J. Grice • John F. St...

Cover Art: Courtesy of Photodisc, Purestock/Getty Images.

Taken from:

Mastering Public Speaking, Eighth Edition
by George L. Grice and John F. Skinner
Copyright © 2013, 2010, 2007, 2004 by Pearson Education, Inc.
Published by Pearson
Upper Saddle River, New Jersey 07458

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Pearson Learning Solutions, 501 Boylston Street, Suite 900, Boston, MA 02116
A Pearson Education Company
www.pearsoned.com

Printed in the United States of America

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ISBN 10: 1-256-95005-X

Formal outline
Complete sentence outline
in sufficient detail that a
stranger other than the speaker
can understand it.

The Formal Outline

Your **formal outline** is a complete sentence outline reflecting the full content and organization of your speech. In its final form, it is the finished product of your research and planning for your speech. A stranger picking up your formal outline should be able to understand how you have organized and supported all your main points. If you keep that goal in mind, you should have no trouble deciding what to include.

If you are required to turn in an outline when you speak, find out if it should be a formal outline or can use key words or phrases. The actual outline should follow the accepted pattern of symbols and indentation that we showed you earlier in this chapter. Some instructors also ask students to label the superstructure of the speech—introduction, body, and conclusion—by inserting those words at the appropriate places in the outline but without any symbols attached to them.

TEST ANXIETY, courtesy of Barbara Daniel

Specific purpose: To inform my audience about test anxiety.

Central idea: Test anxiety shows itself through physical symptoms, emotional symptoms, and behavior.

- I. Introduction
 - A. Opening statement
 - B. Credibility statement
 - C. Main points
 - 1. Test anxiety shows itself through physical symptoms.
 - 2. Test anxiety shows itself through emotional symptoms.
 - 3. Test anxiety shows itself through behavior.

(Transition Statement: First, because of uneasiness or apprehension, test anxiety can result in physical illness.)

- II. Body of the speech
 - A. Test anxiety shows itself through physical symptoms.
 - 1. Symptoms of test anxiety include nausea, headaches, and light headedness.
 - 2. Symptoms of test anxiety also include diarrhea, extreme body temperature change, and excessive sweating.
 - 3. Symptoms of test anxiety also include shortness of breath, rapid heartbeat, and dry mouth.

cause us emotional harm.)

- B. Test anxiety shows itself through emotional symptoms.
 - 1. Excessive feelings of fear are the first symptoms of test anxiety.
 - 2. Feelings of disappointment, anger, and depression are also symptoms of test anxiety.
 - 3. Other symptoms of test anxiety are uncontrollable crying, even laughing, and feelings of helplessness.

(Transition Statement: Finally, test anxiety can change the way we conduct ourselves.)

- C. Test anxiety shows itself through behavior.
 - 1. Fidgeting and pacing are signs of test anxiety.
 - 2. Substance abuse is sometimes caused by test anxiety.
 - 3. Avoidance is also caused by test anxiety.

(Transition Statement: As you have learned, test anxiety must be taken very seriously.)

III. Conclusion

The Speaking Outline

The **speaking outline**, the one you actually use to deliver your speech, is a pared-down version of your full formal outline. You construct the formal outline for an interested reader having no necessary prior knowledge of your topic. However, you write the speaking outline for yourself. The only rule for the speaking outline is that it be brief.

Why is the speaking outline briefer than the formal outline? Chances are that your instructor will want most or all of your speeches delivered from notes rather than from a written manuscript. Your brief speaking outline, made up of essential words and phrases, serves as your speaking notes. If you spoke from a complete sentence outline, you might be tempted to read the speech, sacrificing eye contact and other vital interaction with your audience. Alternatively, you might try to memorize the formal outline, another dangerous tactic because you then risk forgetting part of the speech. If, instead, you speak using the outline having just key words and phrases to jog your memory, your delivery will seem more natural and conversational, and you will find yourself freer to interact with your audience.

Though the speaking outline leaves out a lot of what the formal outline includes, it also contains some important items not found in the formal outline. For example, you can include directions to yourself about the speech's delivery. A speaker with a tendency to speak too softly could write reminders in the margins, such as "Volume" or "Speak up!" You could also note places where you want to pause, slow down, or use presentational aids. Some speakers find it particularly helpful to make these delivery notes in a color of ink different from the rest of the outline.

speaking outline
A brief outline for use alone and citations and deli

