

## CHAPTER 11: PUTTING IT ALL TOGETHER: OUTLINING YOUR SPEECH

### Activity 11.1: Study a Sample Format – Content Outline

*Students across the country commonly use a linear outline format such as the following. Use this format to guide you as you create your own content outlines.*

#### Headings

Title:

General Purpose:

Specific Purpose:

Central Idea:

#### Introduction

- I. Gain attention.
- II. Relate to the audience.
- III. Establish your credibility.
- IV. Preview your main points.

#### Body

- I. Main point
  - A. Supporting material
    1. Specific information (such as a statistic)
    2. Specific information (such as a quotation)
  - B. Supporting material
- II. Main point
  - A. Supporting material
  - B. Supporting material
    1. Specific information (such as a statistic)
    2. Specific information (such as a quotation)
      - a.) Very specific information for this subpoint
      - b.) Additional very specific information

#### Conclusion

- I. Signal the end.
- II. Review your main points.
- III. Tie to the introduction.
- IV. End with impact.