**PLEASE READ THIS FIRST PAGE CAREFULLY. IT SHOULD BE DELETED WHEN YOU SUBMIT YOUR OUTLINE FOR GRADING.**

**General Rationale**

This document contains the template for the preparation outline, which is required for your formal speaking assignments in this course. This document is intended to guide you and save you time in formatting your assignment correctly. Please use this template to create your outlines, paying careful attention to the expectations required for your assignment.

**General Writing Style**

1. The entire outline, including the thesis statement, should be written in complete sentences.
2. The *general purpose* should be one of the four generally identified: to inform, to persuade, to entertain, or to commemorate.
3. The *specific purpose* should be written as a more detailed infinitive phrase. (An infinitive phrase begins with *to* added to a verb and an object. Here is an example: “To apply for a scholarship.”)
4. Questions should not appear on the outline; instead, you should use the space to answer such questions or to explain the reasoning behind your inquiry. You do not want to leave your professor doubting whether you know your material. You may, however, ask questions when you actually deliver the presentation.
5. When using research for subpoints and sub-subpoints, you should write enough of your interpretation of what the point means to demonstrate to your professor your understanding of the source. Use parenthetical citations to indicate which reference items reinforce materials.
6. Every item on the references list should be cited parenthetically in the outline at least once.

**What Should and Should Not Be Changed**

The general formatting for the outline template is correct, though please do the following:

* Fill in all the top heading information (e.g., *Name, Professor,…Thesis statement) without* removing any of the italicized labels. This is necessary information for your audience (your professor).
* Fill in all the outline information (e.g., *Introduction, Attention-getter, Transition, etc.) without* removing any of the italicized labels. Those are signals to you and your professor.
* Eliminate any prompts that are in brackets by typing over them (e.g., Main point, Subpoint, Summary, etc.).
* Do not forget the references page and corresponding parenthetical citations in the appropriate subpoint and sub-subpoint places on the outline. Several samples are provided to show you how to format this page. Replace the references of that sample with your own relevant references. If research is not required for the presentation, eliminate that page.
* Put your presentation title on the second page header where it prompts you.
* Eliminate this instructions page entirely once you have read it so that the document begins with the top heading information.
* Save your file with the following convention: First Last SPCH 275 Week # Assignment Outline.

**Final Note**: You should not assume that this particular template shows you exactly how many main points, subpoints, and sub-subpoints you should use. Every formal outline has its distinct number of main points and subordinate points. The number of those points depends on your speech topic, its content, and your development. Thus your outline will vary from what you've been given here. The traditional alphanumeric system of a formal outline, however, does not change and should be followed.

*Name(s):* Click here to enter text.

*Professor:* Click here to enter text.

*Assignment:* Click here to enter text.

*Title of Presentation:* Click here to enter text.

*Date:*  Click here to enter text.

*General Purpose:* Click here to enter text.

*Specific Purpose:* Click here to enter text.

*Thesis Statement:* Click here to enter text.

I. ***Introduction***

A. *Attention-getter*: [start typing here—eliminate the brackets throughout the outline]

B. *Relevance statement:* [start here]

C. *Credibility statement:* [start here]

D. *Thesis statement:* [start here]

E. *Preview statement:* [start here]

*Transition: [start here—keep the green text to have the visual distinction]*

II. ***Body***

1. [Main point]

1. [Subpoint]

a. [Sub-subpoint]

b. [Sub-subpoint]

2. [Subpoint]

*Transition: [start here]*

1. [Main point]

1. [Subpoint]

2. [Subpoint]

a. [Sub-subpoint]

b. [Sub-subpoint]

*Transition: [start here]*

1. [Main point]

1. [Subpoint]

2. [Subpoint]

3. [Subpoint]

a. [Sub-subpoint]

b. [Sub-subpoint]

*Transition: [start here]*

III. ***Conclusion***

1. [Summary of main points]
2. [Action statement (only for persuasive speeches)]
3. [Memorable close]

**References**

NCA credo for ethical communication. (1999). National Communication Association Legislative Council. Retrieved February 27, 2014 from <https://www.natcom.org/uploadedFiles/About_NCA/Leadership_and_Governance/Public_Policy_Platform/PDF-PolicyPlatform-NCA_Credo_for_Ethical_Communication.pdf>.

Simonds, C., Hunt, S. & Simonds, B. (2010). *Public speaking: Prepare, present, participate.* Boston, MA: Allyn & Bacon.