

**A POCKET  
GUIDE TO  
PUBLIC  
SPEAKING  
4<sup>TH</sup> EDITION**

**Chapter 14**

**Outlining the Speech**

# Plan on Creating Two Outlines

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- The working outline
  - ▶ Organizes and firms up main points;
  - ▶ Develops supporting points to substantiate the main points;
  - ▶ Contains your entire speech.

# Plan on Creating Two Outlines (cont.)

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- The speaking outline (delivery outline)
  - ▶ Is used when practicing your speech;
  - ▶ Is used when delivering your speech;
  - ▶ Contains ideas in condensed form.

# Use Sentences, Phrases, or Key Words

- A sentence outline
  - ▶ States all points in sentence form;
  - ▶ Uses declarative statements.
- A phrase outline
  - ▶ Uses partial construction of sentence form;
  - ▶ Encourages familiarity with the speech.

# Use Sentences, Phrases, or Key Words (cont.)

- A key-word outline
  - ▶ Uses smallest possible units of understanding.
- Key-word or phrase outlines recommended
  - ▶ Encourage more eye contact with listeners
  - ▶ Provide greater freedom of movement
  - ▶ Offer better control of thoughts/actions

# Create a Working Outline First

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- Begin with a working outline.
  - ▶ Prepare the body first.
    - ▶ Keep the introduction and conclusion separate.
  - ▶ Clearly indicate where credit is required.
  - ▶ Assign the speech a title.

# Prepare a Speaking Outline for Delivery

- Use the working outline's numbering system.
- Condense sentences into key words/phrases.
- Create it on large notecards.
- Use large print.
- Indicate delivery cues.
  - ▶ Capitalize and place in parentheses

# Practice the Speech



- Practice is the key to success.
- Practice is particularly important with key-word outlines.
- The more you rehearse, the more comfortable you will be when you speak.