

## Tips on COMM 1110 for G. Reid's Preparation Outline:

- When you have nearly completed your research, it is necessary to organize your material so it meets your objective (inform/persuade/commemorate) for the speech. The way you organize it will be key to the audience being able to follow your thoughts.
- A well-thought out outline reflects a well-thought out speech—there is no substitute for organizing and planning on the most effective type of support for each main point. This is not a process you can rush so allow enough time.
- The preparation outline is different than the speaking outline which is used on your note cards. The preparation outline is always in complete sentences. Use at least a 12 point font. There must be punctuation at the conclusion of each sentence. Spell check and then check for proofreading errors because they will lower your grade.
- The entire outline is in outline format—(do not follow your book here because I want the Introduction and Conclusion also in outline format)
- You may never use bullets. Disable Word Outliner—use tabs!
- There is **ONLY ONE** sentence per letter or number.
- Do not write (Attention Getter) or any other identifier from the mock-up example. Just put that sentence in its place. While attention getter obviously goes first, you may mix up the other elements as long as they are covered in the Introduction. You may have more than 2 main points, but you get the idea here.
- Skip lines between Roman Numerals.
- If you have an A. you must have a B. If you have a 1. you must have a 2.
- The preparation outline is handed in—typed just before you go to the podium to speak. If it is not handed in then, it is late and will have points deducted from speech grade.
- The preparation outline should be no more than three (3) pages. Remember it is all in complete sentences.
- **Staple** MLA Bibliography behind the preparation outline. No paperclips and no folding corners.

Name  
Assignment  
Class title: UWG Public Speaking

Date  
G. Reid  
T/Th Class Time: \_\_\_\_\_

**Specific Purpose**—To (inform/persuade/commemorate) my audience about\_\_\_\_\_.

**Central Idea** – (this is the thesis statement that includes your main points)

### **Introduction**

- I.
  - A. (Attention Getter)
  - B. (Purpose a)
  - C. (Personal Credibility- how are YOU related to this topic?)
  - D. (Central Idea—remember you must preview where you are going with this topic)

Transition Statement:

### **Body**

#### II. Main Point #1

- A. Documented information of support- examples, testimony, statistics
- B. Documented information of support- examples, testimony, statistics

#### III Main Point #2

- A. Documented information of support- examples, testimony, statistics
- B. Documented information of support- examples, testimony, statistics
  - 1. More
  - 2. More
    - a. Even More
    - b. Even More

Transition Statement:

### **Conclusion**

#### IV. Restate Central Idea

- A. Summarize main points
- B. Give audience something to think about: Lasting Impression

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Note: Next page is MLA Bibliography (NOT works cited)