### Why Should You Use an Outline?

Outlining your speech allows you to plan and present your material in a logical and concise way.

**A good outline strengthens organization and preparation!**

Without clear organization, the audience will probably forget your information, main points, perhaps even your thesis!

After you have chosen your topic, the next step is creating a speech outline. Simply put, an outline is an organized list of the key points you wish to make.

The biggest benefit—and most critical aspect—of an outline is that it forces you to organize your thoughts. You'll also have to assign priority to everything you plan to say.

Writing a speech outline isn't really tough. This brochure will provide you with the basic information necessary to develop an outline for any presentation.

**Start by asking yourself these questions:**

- What is the goal of my speech?
- What do I want my listeners to learn from it?
- What do I want them to know or do after they hear it?

**NOTE:** This does not have to be the outline you speak from, but should be detailed enough to guide you as you practice!

### Why Should You Use an Outline?

It is critical to have an outline when you prepare a presentation.

If you were asked to speak again 3 years from now, would you be able to present your topic using only your outline?

If you would have to go research again to refresh your memory, chances are your outline is not sufficient.

But, if you format it correctly and are detailed enough, the answer will be YES!

**CONTACT US**

For additional information, check out the Communication Center website: [www.uccs.edu/commcenter](http://www.uccs.edu/commcenter)

To speak with a trained CEC Peer Mentor or Graduate Associate, contact us at (719)255-4770 to schedule an appointment.
BASIC OUTLINE RULES

Written in Times New Roman, 12 point font.

Double-spaced and 1-inch margins all around (Word default settings).

The number of main points and sub-points you use will vary depending on how much information you have to convey as well as how much detail and supporting material you need to use.

Sub-Points and their helping points are comprised of the information you gather during research to back-up your main points.

All points must be written in complete sentences (the only exception is in helping points where it is acceptable to make a list).

You must cite your sources within your outline! Author and date need to be labeled so that anyone could find the source in your references easily.

Use TRANSITIONS between the introduction and first main point, between each main point and before the conclusion!

Transitions are critical because they help maintain the flow of your speech.

OUTLINE FORMAT

Proper Heading for Comm. 2100

Starting at the top/left hand side of the page, the informative speech heading is this:

Name: (Your name)
Title: (A creative title for your speech)
General Purpose: To Inform
Specific Purpose: To inform the audience…
(What is your thesis, or main idea?)
Time: ___ minutes +/- ___ minute(s)

Standard Layout for an Outline

I. Introduction
   A. Attention Getter
   B. Thesis/Preview

Transition

II. Body
   A. Main Point 1
      1. Supporting Point 1
      2. Supporting Point 2
   B. Main Point 2
      1. Supporting Point 1
      2. Supporting Point 2
   C. Main Point 3
      1. Supporting Point 1
      2. Supporting Point 2

Transition

III. Conclusion
   A. Summary/Wrap-up
   B. Concluding Statement/Thesis

OUTLINE SECTIONS

CONCLUSION

While the conclusion should be brief and tight, it has a few specific tasks to accomplish:

Review the Main Points

Summarize and recap the 2 or 3 main points you discussed

Re-assert/Reinforce the Thesis

Why was this important for the audience to hear?

Reiterate what you want them to KNOW or UNDERSTAND now that you have gone over all of your information.

Close Effectively

Just as the Attention Getter did, give your audience something to remember your presentation by!

If you’re ever at a loss after your final statement, you may say “thank you” or “are there any questions” but NEVER end a speech with “so that’s my speech” or anything similar!

ALWAYS REMEMBER:

If you have an ‘A’, you must have a ‘B’
If you have a ‘1’, you must have a ‘2’

If you do not have enough for a second sub-point, then the information needs to move up!