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**SPEECH
OUTLINING**

I. Basic types of outlines

A. TOPICAL

1. listing of ideas

a. uses phrases or words

B. SENTENCE

1. summary of ideas

a. uses sentences

Both outlines follow the same organizational pattern.

Main headings = Roman numerals I, II, III, etc.

Sub-headings = capital letters A, B, C, etc.

Minor headings = Arabic numerals 1, 2, 3, etc.

Details = lower case letters a, b, c, etc.

Minor details = Arabic numbers in parentheses (1), (2), (3), etc.

Name _____

Date _____

Outlining

Directions: Read the notes below and arrange in outline form observing the rules of outlining. The outline *should* be topical.

Analyzing an audience

Organizing information

Surveying the known

Selecting a purpose

Outlining information

Writing general topic

Surveying the unknown

Surveying information

Researching topic

Narrowing topic

Note cards

Selecting your topic

Gathering information

I.

A.

B.

II.

III.

IV.

A.

B.

1.

2.

V.

A.

B.

Outlining

Directions: Read the notes below and arrange in outline form observing the rules of outlining. The outline should be topical.

- ⑤ Analyzing an audience
- ⑪ Organizing information
- ⑦ Surveying the known
- ④ Selecting a purpose
- ⑬ Outlining information
- ② Writing general topic
- ⑧ ^{- examining} Surveying the unknown
- ⑫ ^{- examining} Surveying information
- ⑨ Researching topic
- ③ Narrowing topic
- ⑩ Note cards
- ① Selecting your topic
- ⑥ Gathering information

- I. Dogs - select topic
 - A. working group - general topic
 - B. spaniels - narrow topic
- II. Helpful group ^{of dogs.} - purpose
- III. Analyze audience - Mentors
- IV. Gather info
 - A. Talk about what you know - ^{Survey} the known
 - B. Library for new info - survey unknown
 - 1. - research
 - 2. put info on note cards
- V. Organize info (put note cards in order)
 - A. surveying info then
 - B. outlining info

1. The purpose of this speech is to demonstrate.
2. The specific topic is Monster Cookies.

CAPS
I. INTRODUCTION

- A. Everyone loves to eat cookies, but not everyone knows how to make them.
- B. Today I have a cookie recipe to share with you this is not only delicious but also simple to follow.
- C. Monster cookies, which everyone is guaranteed to devour, can be made in four simple steps that I will show you now.

PREVIOUS SEMINAR →

single space

(Transition: First, these cookies have a lot of ingredients that normally wouldn't been seen in a recipe together.)

II. BODY

- A. The following ingredients go into Monster Cookies:

1. 1/4 c. margarine
2. 1/2 c. brown sugar
3. 1/3 c. sugar
4. 2 beaten eggs
5. 1 t. baking soda
6. 1/2 t. vanilla
7. 3/4 c. peanut butter
8. 2 1/4 c. oatmeal
9. 1/2 c. chocolate chips
10. 1/2 c. plain & peanut M&M's

(Transition: After you have gathered all the ingredients, begin mixing)

Speech for Outlining Self-Test:

Audience: Richmond Troop of Boy Scouts preparing for study trip to U.S. Navy shipyard, Norfolk, Virginia.

Speech purpose: After hearing my speech the audience will be able to summarize in their own words the main types of ships which make up the strength of the U.S. Navy.

Intro

A famous statesman once said, "A nation is only as powerful as her fleet." How powerful, then, is the United States? How strong is her navy? We will answer those questions by telling you about some of the many different types of ships which give the navy of the United States its power and its strength.

The navy's ships are classified into two main groups: the combatant ships and the auxiliary ships.

Aircraft carriers are the largest of the combatant ships. In fact some of the newest ones are too big to go through the Panama Canal. These giant ships carry a crew of more than 5000 men. Another feature is that several are nuclear powered. Another type of major combatant ships is submarines. Today they are larger than World War II destroyers. They can operate underwater for months without surfacing.

Cruisers are important fighting ships, too. They specialize in using guided missiles. One of their main tasks is protecting carriers. Frigates are combatant ships which are growing in importance. They are a new type of escort vessel for the giant carriers. Frigates have strong antisubmarine capabilities. Several

other types of ships are also considered combatant ships. Auxiliary ships are generally either supply ships or repair ships. Examples of supply ships are food transports, ammunition ships, and tankers. It

Conclusion

is upon these many kinds of navy ships that the strength of the United States is dependent. And, we must always remember, America must keep her fleet if she is to keep her power.

Informative Speech Outline

1. The purpose of this speech is to inform.
2. The specific topic is ships of the navy.

I. INTRODUCTION

- A.
- B.
- C.
- D.

II. BODY

A.

1.

- a.
- b.
- c.
- d.

2.

- a.
- b.

3.

- a.
- b.

4.

- a.
- b.
- c.

5.

B.

1.

- a.
- b.
- c.

2.

III. CONCLUSION

- A.
- B.