SpeechBuilder - Sample Presentation Outline

While your textbook has fine examples of presentation outines, here is another example. The **Black Type** *contains information that should be included in your Outline. The* ***Blue Type*** *offers explanations for each part of the Outline. The* ***Red Type*** *contains cautions about things to avoid or frequently misunderstood items.*

INTRODUCTION
Sometimes, students overlook preparing a thorough introduction because they beiieve that their main message is clear. Take the time to consider this important opening sequence because it helps you establish connection with your audience.

Attention Getter – Be sure to get the audience's attention.

Introduce Topic and Relate to Audience - Make sure that you have explained who you interviewed – and perhaps a bit about when and where you conducted the interview.

Establish Credibility - Explain why you want the audience to know this information. It may be your experience or expertise. It may be your interest. It may be that you care about the audience benefitting from your message. The more your audience knows why you care, the more they are likely to listen and connect with your topic.

Thesis and Preview – Give your listeners a very brief look ahead to the main points you want to share with them. This can usually be accomplished in a single sentence.

MAIN POINTS

Transition to Main Points: Use a transition to alert the audience that you now intended to cover the main points. One way is to indicate that you are now entering the main point of your remarks.

Transitions are easy to overlook but play an important part of helping your audience follow your messages through changes in the speech….such as moving from one main point to another. Be sure to plan and document your transitions.

You can help your audience the most by breaking down what you've learned into categories, or chunks, of information. Generally three main points is a good amount. You can provide a clear structure while your audience can easily follow.

I.   (Main Point One)
   A. Subpoint One
      a.   Illustrating Point One
      b.   Illustrating Point Two
   B. Subpoint Two
   C. Subpoint Three

Transition: Use a transition sentence to help the audience recognize that you are shifting from one main point to another.

II.   (Main Point Two)
   A. Subpoint One
   B. Subpoint Two
   C. Subpoint Three

Transition: Use a transition sentence to help the audience recognize that you are shifting from one main point to another.

III.   (Main Point Three)
   A. Subpoint One
   B. Subpoint Two
   C. Subpoint Three

Transition to Conclusion: Use a transition to alert the audience that the speech is coming to an end and you intend to begin concluding your presentation.

CONCLUSION

Review Main Points – Summarizing helps your audience remember.

Reinforce Importance – Remind listeners of the value of your topic.

Logical Conclusion – Signal that you are bringing your report to a close.

SpeechBuilder - Sample Works Cited
Comments and Suggestions in Blue Type

Works Cited

Art Institute of Chicago Museum. Art Institute of Chicago, 2009. Web. 30 June 2009.

King, John. Personal interview. 12 February 1999.