OUTLINING THE SPEECH OR ESSAY

I. Purpose of Outlining
   A. Brings order to the topic because it lays out important points and shows how they fit together.
   B. Defines the structure of the speech or essay
   C. Helps speaker or writer place related items together
   D. Helps speaker or writer ensure that ideas flow from one point to another

II. Types of Outlines
   A. Sentence Outline (or Formal Outline): should be representative of the spoken or written message. All elements of the outline of the speech or essay are written in complete sentences.
   B. Phrase Outline (or Keyword Outline): key words or phrases are used to convey the points of the speech or essay.

III. Elements of a Good Outline
   A. Each item should contain only one unit of information.
   B. Less important items should be subordinate to more important ones.
   C. The relation of items should be shown by proper indentation.
   D. A consistent set of symbols should be used.
   E. The number of major points should be limited so that the audience will not have to assimilate too much information or relevant details.
   F. Parallel wording should be used for main points.
   G. Outline should include introduction, body, and conclusion.
      1. Introduction should perform one or more functions:
         a. Get the attention of the audience
         b. Introduce the topic
         c. Show the importance of the topic
         d. Present the thesis
         e. Forecast the major ideas
      2. Body may be developed in a number of formats:
         a. Topical: presents several ideas, one idea naturally preceding the other; useful for informative and entertaining speeches and essays
         b. Chronological: uses time sequence for a framework; useful in informative and persuasive speeches and essays, both of which require background information
         c. Spatial: organizes material according to physical space
         d. Classification: puts things into categories
         e. Problem/Solution: first part of speech or essay describes a problem and the second part presents a solution
         f. Cause/Effect: first part of speech or essay describes the cause of a problem and the second describes its effect
      3. Conclusions should perform one or more functions:
         a. Inform the audience that the speech or essay is concluding
         b. Summarize major ideas
         c. Leave the audience with an idea to remember

IV. References