

Detailed Outline:

From: http://www.nsknet.or.jp/~peterr-s/public_speaking/detailoutline.html

HOOK: Greeting and Attention getter

How will you greet the audience? How will you get the audience's attention? Think of a sentence that will make the audience sit up and listen.

Thesis Statement

The 'purpose statement' is where you simply state what your goal is. However, it is not possible to use this in the speech. You need to convert it to a 'thesis statement'. A thesis statement is one sentence in the introduction in which you declare your purpose and topic.

For example, a thesis statement of the above purpose statement would be; 'Traveling in Japan need not be an extravagance.'

Credibility

If the audience do not know who you are, you will not only need to introduce yourself, but you will also need to '*establish your credibility*'. This means you will have to explain to the audience why you are 'qualified' to speak about the subject.

Outline of main the points - overview

What are your main points?

Why?

Tell your audience **why** you think your presentation will be useful to them.

3. The body

Transition

Think of a sentence that will make it clear to the audience that you have finished the introduction, and are now about to start the body of the speech.

Main points and ideas

Main ideas	Supporting ideas	Details & Examples	Visuals
Write your main points and ideas here	What ideas will you tell the audience to support your main points?	What details or examples do you have?	Will you have any visuals to help explain your points?

main ideas = sub-topics

supporting ideas = sub-sub topics

evidence = details and examples

4. The conclusion

Transition

Think of a sentence that will make it clear to the audience that you have finished the body and are now coming to the end of the speech.

Restatement of main points

Summarize your main ideas and think of which piece of information you really want the audience to remember.

Closer

Think of a final sentence to help the audience remember your speech.

■ Note that the presentation outline is not a word-for-word script for the speech but an outline of ideas to serve as an organizational and presentation tool for the speaker.

Once you have finished the outline you are then ready to start writing.

Presentation Outline:

Brief Key Words in **BIG FONT**

To remind you

Of what you will say:

Hook

Purpose

Credibility

Preview

Point 1

PAUSE for effect

Point 2

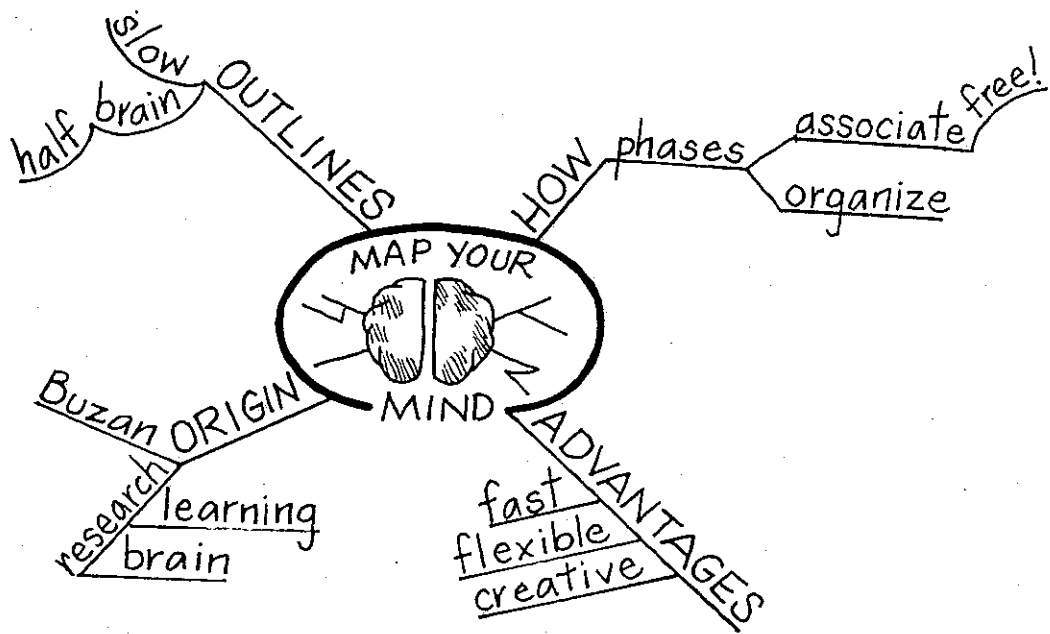
TRANSITION

Point 3

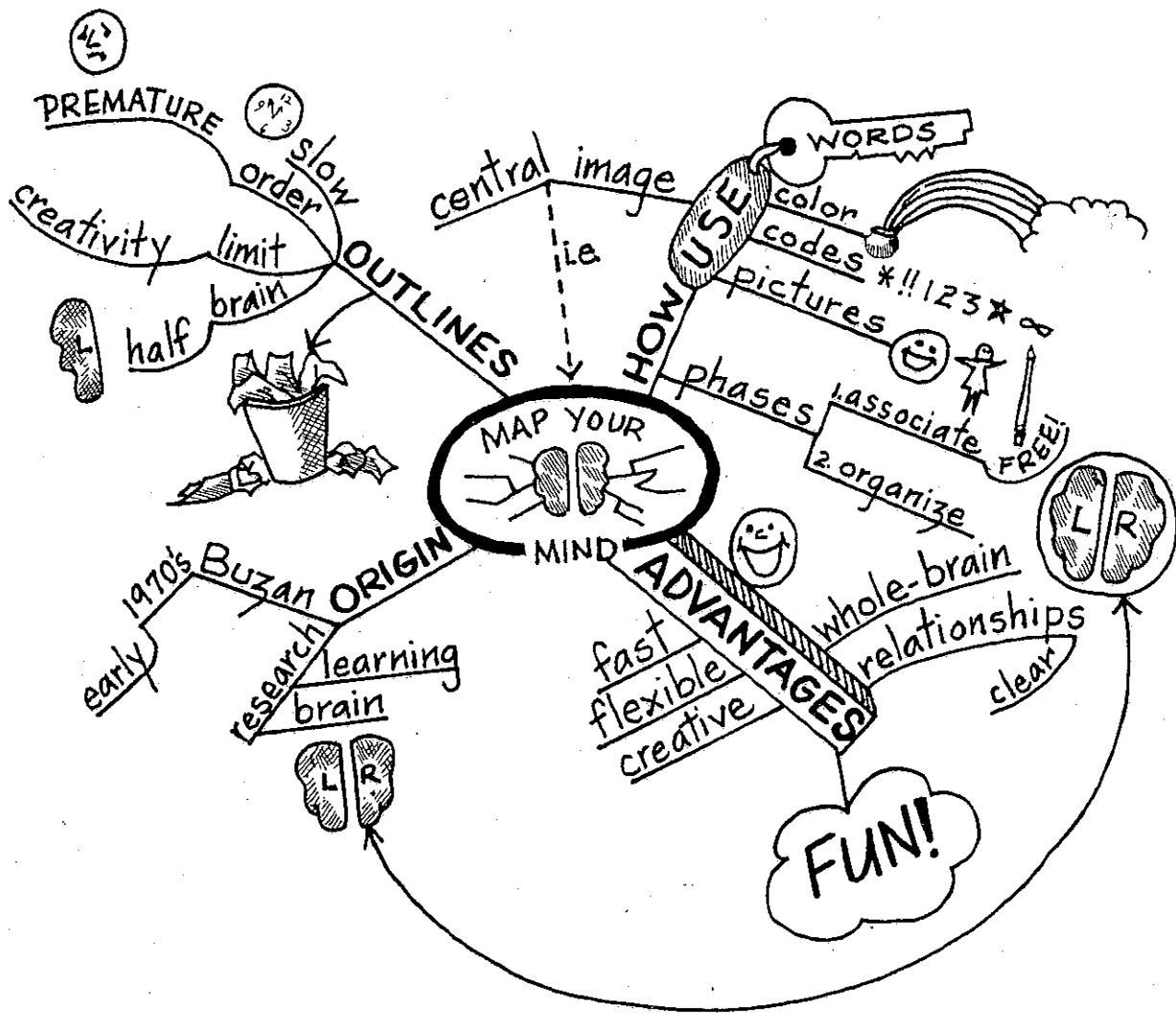
Restate Must Knows

Memorable Ending!

First Draft of your Mind Map:



Final Draft of your Mind Map:



List of Objectives

How will the audience be changed by your presentation?

For Example:

- 1. The audience will be inspired to try sky diving.*
- 2. The audience will know the basics of sky diving equipment, safety, and practice.*
- 3. The audience will know the sky diving organizations in the local Vermont area.*

Reflection Paper

Three to Five Pages with the following Headings:

The Speech I Prepared For

The Speech I Gave

Improvements For Next Time

Research Materials

Visual Aides

STUDENT CRITIQUES

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