

Outline requirements for speeches

1. You will prepare an outline for each speech
2. Requirements:
Outlines should include name, class, and title (topic)
3. You will use and *label* an appropriate organizational pattern (Topical, chronological, etc.)
4. Outlines will consist of full and complete sentences only
5. You will *label* each part of the speech (introduction, body and conclusion)
6. Within the introduction, you must *label* each of the main features (attention-getter, thesis, why the audience should listen, speaker's credibility and preview of main points)
7. You should include each main point as well as sub-points
8. You will include each of your sources throughout the outline as they apply
9. You will include, **labeled in bold type**, your supporting materials
 - Definition
 - Example
 - Statistic
 - Testimony
10. You will include *labeled* transitions after the introduction, between each of your main points and before your conclusion
11. Within the conclusion, you must *label* each of the main features (summary of main points, importance of topic and clinching statement)
12. Outlines should be consistent in format
13. You will include a typed works cited for your sources using MLA format
14. Outlines will be typed, 10-12 point font, black ink, 1 inch margins, stapled and proofread