

# Speech Outline Checklist - (M. Jones –Instructor)

Refer to the guidelines provided in the class lecture notes for an overall template. There are also sample outlines included in the reference section of the notes.

## Test your outline for the following elements:

Is the correct heading at the upper right-hand corner of each page?

Are the following items listed at the top of the outline?

**Topic:**

**General Purpose:**

**Specific Purpose:**

## Introduction:

Are all elements of the introduction labeled with the Proper Symbols and titles?

**I. Attention Getter:**

**II. Audience and Speaker Relevancy:**

**III. Thesis Statement:**

**Preview Statement**

Is there enough information in the **Attention Getter** to draw in the audience and establish interest in the subject?

Is there a clear connection between the topic and the Audience?

Is there a clear connection between the topic and the Speaker

Is there a clear **Central Idea/Thesis Statement** that identifies the topic and the message focus?

Is the **Preview Statement** a complete sentence that clearly lists the names/titles of the main points in the sequence that they will be presented?

## Body:

Are main points written in complete sentences that provide a clear thesis for the main point?

Are sub-points written in complete sentences?

Are there clear sub-points and detailing under each main point?

Are **Transitions** inserted between each main point?

Are the **Transitions** written in complete sentences that effectively close the previous point and prepare the listeners for the next point?

### Visual Layout of the Outline:

Are the proper outlining symbols used? (example)

**I. Main Point**

A.

B.

1.

2.

a.

b.

1.)

2.)

a.)

b.)

**Transition:**

**II. Main Point**

## Body- Continued:

Are the symbol rules being followed? (If you have an “A”, you must have a “B”; if you have a “1” you must have a “2”)

Is there proper indentation of symbols (a “5 space” tab for each tier of division)?

Is any wrapped text indented to the right of the outline symbol? Are there clear sight-lines on the outline?

### Example:

**Correct:**

**I. Effective layout of an outline requires that the writer follow three simple rules.**

**Incorrect:**

**I. Effective layout of an outline requires that the writer follow three simple rules.**

## Conclusion:

Are all elements of the conclusion labeled with the Proper Symbols and Titles?

**I. Summary Statement:**

**II. Reinforcement:**

**III. Closure:**

Is the **Summary Statement** a complete sentence that lists all of the main point titles in the order that they were presented?

Does the **Summary Statement** serve as a clean transition into the conclusion of the speech?

Does the **Reinforcement Statement** reflect back to the thesis statement/central idea and provide a clear overview of the message?

Does the **Closure** provide a solid message closure that will leave the listeners’ reflecting on the message?

## Overall:

Is your outline detailed enough that another speaker could pick up your outline and deliver your message?

Is the outline typed correctly?

## Works Cited

Did you use the complete MLA or APA format?

Are the sources listed in alphabetical order? (Do not number your sources or list them in order of use)

Is the Works Cited a separate page from the outline?

## Notes: