

AL AKHAWAYN UNIVERSITY
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
COMMUNICATIONS STUDIES

11. Putting it all Together: Outlining the speech

Lecture by Dr. Mohammed Ibahrine
based on
Clella Jaffe's Public Speaking

FEEDBACK

- Speakers who are monotonous keep their voices at the same pitch, volume and rate throughout the speech
- Vary your pitch level, volume and your rate of speaking
- Some scholars associate vocal characteristics and personality traits
 - ✓ Loud + fast speaker = self-sufficient, resourceful, dynamic
 - ✓ Loud + slow speaker = aggressive, competitive, confident
 - ✓ Soft + fast speaker = composed, confident, adventuresome
 - ✓ Soft + slow speaker = competitive, benevolent

Structure of the Lecture

- 1. How to Prepare a Content
- 1.1 Begin with a Heading
- 1.2 Use a standard Format
 - ✓ 1.2.1 Alternate Numbers and Letter
 - ✓ 1.2.2 Coordinate Points
 - ✓ 1.2.3 Indent
- 1.3 Write Your Points in Sentence Form
- 1.4 Use the Principle of Subordination

Structure of the Lecture

- 2 How to Create Your Speaking outline
 - ✓ 2.1 Use Note Cards
 - ✓ 2.2 Create a Speaking Outline
- 3 How to Work with an Alternative Pattern

Associative Statement

- *“In all chaos there is a cosmos, in all disorder a secret order”*

Carl Jung

Thesis of today's lecture:

- Thesis:
- Organization is about shaping things into patterns that make easy to understand and to remember

1 How to Prepare a Content Outline

- Most instructors require a content outline:

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1 How to Prepare a Content Outline

- The OUTLINE is a blueprint for your speech
- It lays out the elements of the speech
- A record of the speech's major ideas or materials and their relationship to one another
- The following general guidelines can help prepare content outlines

1 How to Prepare a Content Outline

- Begin outlining at the time you begin constructing your speech
- Do not wait until you have collected all your materials
- In this way you will take the best advantage of one of the major functions of an outline –
- To tell you where change is needed

1 How to Prepare a Content Outline

- Outline serve several important functions
 - ✓ An outline will help you organize your speech
 - ✓ As you outline the speech, you clarify
 - ❖ The major points
 - ❖ The major supporting materials
 - ❖ Transitions

1 How to Prepare a Content Outline

- If you are using a chronological/temporal or a spatial organisational pattern,
- you can quickly see from the outline whether the temporal or spatial progression is clear or is in need of further refinement
- Your outline will tell you at glance if your supporting materials are adequately and evenly distributed between the two points

1 How to Prepare a Content Outline

- Types of outline
- ✓ Outlines may be extremely detailed or extremely general
- ✓ The more detail you put into the outline, the easier it will be to examine the parts of the speech for all the qualities and characteristics

1 How to Prepare a Content Outline

- Here are some tips that will help you construct your first few outline
- ✓ 1. Begin constructing the outline as soon as you have the topic clearly
- ✓ 2. Revise it constantly: Every bit of information will result in some alteration of basic structure
 - ❖ At this point keep the outline brief and in key words
- ✓ 3. Once you feel that you are near completion, construct an outline in detail

1 How to Prepare a Content Outline

- **1.1 Begin with a Heading**
 - ✓ Give your speech a title -> a tentative title
 - ✓ General purpose
 - ✓ Specific purpose
 - ✓ Finalized central idea
 - ✓ Organisational pattern

1 How to Prepare a Content Outline

- **1.2 Use a Standard Format**
 - ✓ *1.2.1 Alternate Numbers and Letters*
 - ❖ Show the relationship of the parts of your speech to one another by
 - ❖ alternating numbers and letters in a consistent pattern

1 How to Prepare a Content Outline

- **1.2 Use a Standard Format**
 - ✓ *1.2.2 Coordinate Points*
 - ❖ Use the principles of coordination; this means that your major points all have basically the same value or weight
 - ❖ All your second-level points are similar in value, and so on

1 How to Prepare a Content Outline

- **1.2 Use a Standard Format**
 - ✓ *1.2.3 Indent*
 - ❖ Indentation is yet another way to help you see the interrelationship of your material

1 How to Prepare a Content Outline

- **1.3 Write Your Points in Sentence Form**
 - ✓ Another key is to construct parallel points
 - ✓ Do not write out some points as declarative sentences and others as questions
 - ✓ Avoid mixing phrases and complete sentences
 - ✓ Do not put two sentences in a single point

1 How to Prepare a Content Outline

- **1.4 Use the Principles of Subordination**
 - ✓ The word subordination comes from Latin root words: sub, or under, and ordinate, or place in order
 - ✓ This means that all first-level points support and are placed under major points
 - ✓ All second-level points support first-level points and are under them

1 How to Prepare a Content Outline

- *Internal Summary*
 - ✓ A good content outline begins with a heading and uses a standard format that includes coordinated points arranged by alternating letters and numbers and by indenting material in a way that shows the relationship of ideas to one another
 - ✓ It is written in complete sentences that are parallel in construction, and contains supporting materials arranged underneath the major ideas

2 How to Create Your Speaking Outline

- **2.1 Use Note Cards**
 - ✓ Write your key words out on note cards
 - ✓ Using note cards in delivery offers several advantages
 - ✓ They are smaller, less noticeable and easier to handle than a standard sheet of paper
 - ✓ If you deliver your speech without podium, you can hold your cards in one hand and still use the other to gesture

2 How to Create Your Speaking Outline

- **2.1 Use Note Cards**
- Here are some tips for creating note cards
 - ✓ 1 Write legibly
 - ✓ 2 Type Key words in capital letters, triple space your lines
 - ✓ 3 Number your cards
 - ✓ 4 Write only in one side of each card

2 How to Create Your Speaking Outline

✓ 2.1 Use Note Cards

- ✓ 5 Use only key words and short phrases
- ✓ 6 Use no more than five lines in a card
- ✓ 7 Highlight important ideas and circle or underline words you want to emphasize
- ✓ 8 Put words such as PAUSE/SLOWDOWN on card to serve as reminders

2 How to Create Your Speaking Outline

- **2.2 Create Speaking Outline**
 - ✓ Another strategy is to create a speaking outline by trying out key terms on a standard-size sheet of paper
 - ❖ Use a plenty of space to distinguish between the various sections of your speech
 - ❖ Use highlighter pens to distinguish the sections easily
 - ❖ Use different font sizes and formatting features to break up visual monotony and direct your eyes to specific places as you go along

3 How to Work with an Alternative Pattern

- ✓ Cognitive style/ thinking style and their influence on outlining
- ✓ If your cognitive style leans toward more global or imagistic thinking,

3 How to Work with an Alternative Pattern

- ✓ You can still design an appropriate representation of your ideas and their relationship to one another by using the tips provided here
 - ❖ 1. Decide on the pattern you will use to organize your materials
 - ❖ 2. Write out your main points
 - ❖ 3. Indicate what you will use for developmental material, subordinating this material under the point it supports
 - ❖ 4. Indicate how you plan to begin and end your speech, then write out key transition statements
 - ❖ 5. Use standard indentation and numbering only if it is helpful

Summary

- As part of the speechmaking process, it is important to understand and show the ways that your points and sub-points relate to one another
- Outline your ideas in a linear form, using numbers and careful indentation
- Coordinate your main points and subordinate supporting materials under them
- Write your content outline in complete sentences, and include a list of references at the end

Summary

- Content outlines do not go with you to the podium
- Instead take a speaking outline that consists only of key words
- This will enable you to remember your main points but prevent you from reading your speech verbatim