Outline Assignment Description

Description

Your speech outlines are practical documents that allow you to map out your argument in a format conducive to extemporaneous speaking. They provide a space for your classmates to comment on particular aspects of your speech during the gallery walk, and for your instructor to provide assistance as you revise the speech.

Your speech outlines should provide a roadmap of your speech, allowing you to chart where and how you will make and support your main points. When preparing your outline, you need to avoid making your outline overly vague by not writing enough or overly specific by writing too much. It should be a full-sentence preparation outline, with headings to mark the movement of main points and subpoints. You should explain your evidence and work on making the wording in your main points clear and concise. Ultimately, the more work you spend developing a strong outline will pay off with a better speech because you will learn and internalize the information as you write it up.

You must turn in two copies of your outlines to your TA. Failure to turn in two copies of your outline will mean that the assignment is incomplete. One copy will be graded and returned to you with recommendations; the other will be kept in a departmental file used to detect plagiarism.

- YOUR PERSUASIVE OUTLINE IS DUE THE DISCUSSION SESSION AFTER YOU PRESENT IN THE GALLERY WALK (to give you time to make changes). So, if you present on Thursday, April 27 you turn it in on Tuesday, May 2.

- YOUR ADVOCACY OUTLINE IS DUE ON MAY 25.

Outline Checklist—Please also see the sample persuasive and advocacy outlines on the website.

- The outline is structured appropriately, with 2-5 main points, each with sub-points that support the main point. Main points and subpoints should follow proper coordination and subordination practices.

- The introduction includes a clearly marked attention gaining device, tie to the audience, and thesis statement. The conclusion includes a clear review of the thesis and main points and provides closure.

- The evidence is clearly stated in the outline. The outline satisfies the speech requirements for number of sources. The outline also follows appropriate citation procedures (students should read the citation information available on the UW library’s website: http://www.lib.washington.edu/research/wri.html). All sources should be cited in the text of the outline and in the bibliography.

- The grammar, spelling and punctuation are correct. The outline is typed and stapled. There are two copies of the outline. And your name, the date, your section and your instructor’s name should appear on the first page of the outline.