Review the process of outline creation.

Review the information that discusses creating outlines. In particular, study the section that describes full-sentence preparation outlines, their elements, and how to create them.

Step 2 Review a Topic you chose from a past assignment.

Review the assignment in which you selected a speech topic, wrote a thesis statement, identified a question based on the thesis statement, and identified at least three main points.

Step 3 Select a Pattern of Organization.

Based on your knowledge of patterns of organizing speech information, select a pattern of organization to use to create an outline for your speech.

Step 4 Open the outline template provided below

You can type directly on the document and save it as new

Step 5 Enter Identifying Data.

Enter the Identifying Data for your speech:

Title

General Purpose

Specific Purpose

Step 6 Create an outline.

Using the template, create a full sentence, formal outline for your speech. Follow the guidelines presented in the lesson for using a consistent set of symbols, using full declarative sentences, and entering transitions within square brackets.

Step 7 Create a reference list.

Include any and all sources you use to locate information for your formal outline.