

The Oral Presentation Outline

Outlining helps a speaker develop the overall structure of her/his speech. It allows the speaker to make sure her/his ideas are fully and logically developed. For this project, your typed or word-processed outline will show the key points in your speech. It will also show your introduction and conclusion. Use standard symbolization, indentation and spacing for it (i.e. roman numerals for main points, capital letter for sub-points, numbers for sub-sub points). Each main point and subpoint should be one complete sentence. The instructor's feedback will focus primarily on the clarity and logic of your structure and the development of your main points. Your outline will be typed or word-processed.

Here's an example of both an outline format and how to organize your oral presentation.

Introduction

(Write this out as a paragraph.)

Have an attention getter - perhaps a rhetorical question, a quote or a startling statistic. Then, establish your purpose: To inform the audience about your major and the career you are interested in.

Body

(This must be in outline format.)

- I. The first main point could be a description of the career you are interested in.
 - A. What exactly does it entail, i.e., what are the day to day aspects of the job?
(you can easily use a source to develop this point)
 - B. Discuss specific aspects of the job that are important to you (such as salary, the job outlook, challenge etc.)
(This is another good opportunity to cite a source or two.)
- II. Your second main point could be why this career is a good fit for you.
 - A. What aspects of this job have qualities that mesh with your personality, outlook on life, criteria for a fulfilling occupation etc.
 - B. What are the challenges you see ahead in achieving this goal?

Conclusion

(Write this out as a paragraph.)

Review/restate your main points.

End with an effective closing remark. (You can use a "circular construction" by tying in your concluding statement with your attention getter.)

Writing Outline For Oral Report

Brenda Rollins



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