Department of Communication Studies

Principles of Speech Outline Form

* Does the outline utilize complete sentences?
* Is the Introduction designed to gain the audience’s attention, secure interest in the topic, and preview the main points of the presentation? Is the purpose clearly stated and a central idea well articulated?
* Does the body of the outline follow the assigned pattern (e.g., I. A. 1. a. etc.)?
* Is there reasonable balance between the major ideas/sections of the body of the outline?
* Does the Conclusion adequately summarize the main points of the speech?
* Are the References properly listed according to either the American Psychological Association Publication Manual or another style manual as assigned by the instructor?