Outlining
An outline should include:
1. A good title
2. A statement of your specific purpose beginning with the phrase “by the end of my presentation my audience will ______________.” Your specific purpose should be a testable behavioral objective; i.e., what will the audience be able to discuss, list, compare, analyze, explain, believe, or do when you finish.
3. A statement of your central idea or thesis. A one sentence ‘big picture’ which includes the topic and main points you will address.

Here is a simple form:

**TITLE**

**Topic:**

**Specific purpose:**

**Central idea:**

**The Introduction:**
I. Establish credibility
II. Motivate audience to listen (relevance)
III. Preview

**The Body**
I. The first main point
   A. A sub point
      1. Supporting material
      2. Supporting material
   B. Another sub point
      1. Supporting material
      2. Supporting material
II. The second main point (with sub-points)
III. The third main point (with sub-points)

**The Conclusion**
I. Provide a summary
II. Offer a closing thought. (Provide closure).

**Bibliography**
A minimum of FIVE outside sources is required for a researched public address. Dictionaries and basic encyclopedias are inappropriate for university level work. Make sure that you use proper APA form in your bibliography.

**Hints**
1. Don’t **EVER** have more than 4 main points OR 4 sub points.
2. When you DIVIDE your main points you have sub-points. When you develop your points you have supporting material.
3. The kind of supporting material you use depends on your knowledge of the topic and the interest of the audience.
4. Be consistent in the wording/construction of your outline. Use complete sentences.