

PREPARING MATERIALS FOR SPEECHES

On the day assigned, **BEFORE** you present a speech in class, you will need to give the instructor a full-sentence outline of your speech.

Speech Outlines

On the Web you will find a sample outline for an informative speech given by Mike Bush, a COMM 101 student. You should attempt to make the format of your outline look as much like the sample outline as possible. In particular, you should include as much detail as the sample and use complete sentences. While an outline which consists of single words or phrases may be sufficient for you to organize your thoughts, COMM 101 requires complete sentences and fully developed main and sub-points, internal summaries, and transitions for two reasons.

1. First, an outline with that much detail is far clearer and more useful to the instructor in following your speech and evaluating your effectiveness.
2. Second, the process of preparing such a detailed outline tends to help the speaker become more familiar with his/her material and more confident during the speech. Further, a complete sentence outline is an ideal form for notes the speaker can use while giving the speech. We strongly encourage you to make a copy of your outline to use at the podium (rather than writing out the speech word for word and then reading it, poorly and with little eye contact).

In preparing your outline keep the following points in mind:

1. Use complete sentences for all main and sub-points, summaries and transitions. (You do not need to write out all support material unless you wish)
2. Write out (nearly) completely introduction and conclusion material.

Include all labels as required. Especially, use the left margin for labeling (using the AMTOBUL terms) the parts of the introduction and conclusion as well as transitions, and summaries. **DO NOT FORGET** to indicate what thought pattern you are using. (The thought pattern is the organizational scheme of your main points. Types of thought patterns include: chronological, spatial, problem/solution, pro/con, cause-and-effect, topical. Indent each point just as in the sample outline so that the numeral or letter designating each point stands out. (This makes the outline easy to read at a glance.)

3. Include the section titles: introduction, body, conclusion.
4. Beginning with the second speech, label each item of support material by type (e.g. example, statistic, etc.).
5. Each main point should be developed roughly equally. In other words, avoid very brief "main" points.

Citing References

Just as in writing papers you are expected to cite the sources of information and ideas you present in your speeches when you take material from the work of other people. Not only does academic honesty and courtesy require that you acknowledge borrowed words or ideas, but also your own need to appear credible before the audience is aided by citing sources. Further, if you fall into the habit of failing to cite sources or using an inadequate form of citation you will appear to other intelligent people as uneducated. (In other words, if you graduate from Monmouth and don't know how to cite references you'll look stupid and embarrass the college and your fellow alums.) When in doubt, I recommend you use MLA citation format, just as you learned in "Introduction to Liberal Arts" and ENGL 110.

Listing every source of information you use (even if you do not quote directly) and including sufficient information so that another person can easily find (and/or evaluate) the source of your information is vital. For guidance on how to cite sources, including internet sources you can check out the Purdue Univ. writing lab.

<http://owl.english.purdue.edu/handouts/research/index.html>

Keep these points in mind:

1. Sources should be listed in **alphabetical order by author** (or by book/article title if there is no author).
2. For print sources you must **always include**: the author (if there is one), the book or article title, the name of the publisher (magazine/journal name for periodicals), the date (of copyright for books or cover date for periodicals), and the **PAGE NUMBERS**.
3. If you get information through a conversation with someone, minimally include the person's name (and title/qualifications if appropriate), the word "interview" and the date and place of the conversation. (e.g. Thomas R. Smith, Professor of Medicine, interview, 19 Jul. 2011, Rush Medical Center.)
4. If you used a data base to find a source "on-line" use the format that identifies the database. Be sure you make a point of finding the date of web based sources, if at all possible.
5. NEVER use a partial listing such as "TIME, May 15." That's a sure signal to everyone who sees it that you are poorly educated.
6. **You should list "Works Cited" at the end of your outline, which you then submit to "turnitin.com.**