

# Outline Template

*Beginning on the next page is an outline template, which can be photocopied for use with each different speech. An explanation of the parts may be found in the textbook, as indicated below. The template works well for preliminary drafts. Try using stick-on slips for the various parts. Slips can be moved about, added, and deleted as you experiment with ideas and sequences.*

| Part                                                                                                                                                                                                                   | Where Discussed                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Title                                                                                                                                                                                                                  | Chapter 12                                                          |
| <b>OBJECTIVES</b><br>General Purpose:<br>Specific Purpose:<br>Central Idea:                                                                                                                                            | Chapter 5                                                           |
| <b>INTRODUCTION</b><br>I. Attention Material<br>II. Orienting Material                                                                                                                                                 | Chapter 11                                                          |
| (Transition)                                                                                                                                                                                                           | Chapter 10                                                          |
| <b>BODY</b><br>I. First Main Point<br>A. Support<br>B. Support<br>(Transition)<br>II. Second Main Point<br>A. Support<br>B. Support<br>C. Support<br>(Transition)<br>III. Third Main Point<br>A. Support<br>B. Support | Chapter 10 for Main Points and Transitions<br>Chapter 8 for Support |
| (Transition)                                                                                                                                                                                                           | Chapter 10                                                          |
| <b>CONCLUSION</b><br>I. Summary<br>II. Clincher                                                                                                                                                                        | Chapter 11                                                          |
| <b>DOCUMENTATION</b><br>Bibliography<br>Visual Aids                                                                                                                                                                    | Chapter 12                                                          |

Your name \_\_\_\_\_

Title:

## OBJECTIVES

General Purpose:

Specific Purpose:

Central Idea:

## INTRODUCTION

I. Attention Material

II. Orienting Material

*Transition:*

| BODY                |    |
|---------------------|----|
| Main Point          | I. |
| Supporting Material |    |
| Transition:         |    |

| BODY                |     |
|---------------------|-----|
| Main Point          | II. |
| Supporting Material |     |
| Transition:         |     |

| BODY                |      |
|---------------------|------|
| Main Point          | III. |
| Supporting Material |      |
| Transition:         |      |

Note: Insert extra paper if you have more than 3 main points. Most speeches should not exceed 4.

## CONCLUSION

I. Summary

II. Clincher

## DOCUMENTATION

BIBLIOGRAPHY

VISUAL AIDS

Use extra paper if you need more space.

Title: How to Thwart Carjackers

## OBJECTIVES

General Purpose: To inform

Specific Purpose: To inform my listeners how they can avoid being victimized by carjackers

Central Idea: You can thwart a carjacker by being security-conscious and vigilant.

## INTRODUCTION

### I. Attention Material

- A. When I was 4 years old, my mother was driving down our suburban street in the early evening when a car ran a stop sign and clipped the bumper of our SUV.
- B. My mother pulled over and was gathering her insurance information when the passenger from the car that hit her got out and pointed a gun at her.
- C. The man told her to get out of the car leaving the keys and her purse.
- D. After my mother got out of the SUV, the man slid behind the wheel and both vehicles sped off.
- E. Our SUV was never found and my mother says that she is thankful that I was not in my car seat behind her.

### II. Orienting Material

- A. My mother was the victim of a crime that was just gaining national attention when it happened to her but is now a common type of violent crime.
- B. In the last two years, there have been over 46,000 carjackings reported.
- C. Carjacking is different than auto theft because the victim is present when a carjacking occurs.
- D. My mother was lucky because she was not hurt and no one was with her.
- E. In some cases, carjackings have resulted in kidnappings, rapes, assault, and even homicide.
- F. Today I would like to show you that by being security-conscious and vigilant, you can avoid becoming a carjacking victim.
- G. My information comes from an interview with Sheriff Randy Henderson and an article by Joy Kennelly in *Healthcare Traveler*.

*Transition:* My first tip deals with how you can minimize the chances of carjacking.

| BODY                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main Point                                                                                                                                                               | I. Avoid high-risk situations.                                                                                                                                                                                                                                                                                                                                                     |
| Supporting Material                                                                                                                                                      | <ul style="list-style-type: none"> <li>A. Don't leave valuables in open sight because this can make your car a prime target.</li> <li>B. Park in well-lit areas.</li> <li>C. Buy gasoline during daylight hours rather than at night.</li> <li>D. Avoid dark, isolated roads at night.</li> <li>E. Always lock your car while you are driving and whenever you park it.</li> </ul> |
| <p><i>Transition:</i> If you follow the tips so far, you can reduce your chances of being a victim, but you also need know about one of carjackers' favorite tricks.</p> |                                                                                                                                                                                                                                                                                                                                                                                    |

| BODY                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main Point                                                                                    | II. Beware of the bump-and-rob trick.                                                                                                                                                                                                                                                                                                                                                                            |
| Supporting Material                                                                           | <p>A. My mom was a victim of this trick.</p> <p>B. If your car is involved in an accident in a remote spot, don't get out.</p> <ol style="list-style-type: none"> <li>1. If your car is operable, tell the other driver through your car window to follow you to a police station or to a well-lit area with many bystanders.</li> <li>2. If your car isn't operable, wait inside until help arrives.</li> </ol> |
| <p><i>Transition:</i> Bump-and-rob is bad enough, but some carjackers have another trick.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                  |

**BODY**

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main Point                                   | III. Beware of police impersonators.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Supporting Material                          | <ul style="list-style-type: none"> <li>A. Last year thousands of carjackings involved criminals who posed as police officers.</li> <li>B. A favorite technique is to put a temporary flashing light on top of an unmarked car and then pull a motorist over.</li> <li>C. Be cautious and skeptical. <ul style="list-style-type: none"> <li>1. Signal the “officer” that you see him or her, and then drive to a well-lit area where there are people around.</li> <li>2. Don’t get out or roll down your window.</li> <li>3. Ask him or her to show identification.</li> <li>4. Examine the ID carefully through the window.</li> <li>5. If you are still skeptical, tell him or her that you will drive to the police station.</li> <li>6. If the officer is legitimate, he or she will respect your decision because all officers are aware of impersonators.</li> </ul> </li> </ul> |
| Transition: Let’s review what we’ve covered. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## CONCLUSION

- I. Summary
  - A. You can avoid being a victim of a carjacker if you take precautions.
  - B. Always keep your car doors locked, even when you're driving.
  - C. Park in safe, well-lit areas.
  - D. Stay in your car if you are bumped by a potential carjacker or if a "police officer" in an unmarked car stops you.
  - E. Drive to a police station or to a well-lit area where a lot of people are around.

- II. Clincher
  - A. Of all the tips, the most important-according to Joy Kennelly-is to be attentive to your surroundings at all times.
  - B. In her words, "Carjackers, like street robbers, prefer the element of surprise. Most victims say they never saw the carjacker until they appeared at their car door."

## DOCUMENTATION

### BIBLIOGRAPHY

Henderson, Randy, Sheriff, Sheriff's Department. Personal interview. 29 June 2009.  
Kennelly, Joy A. "Preventing Carjackings." *Healthcare Traveler*. August 2003: 62. Print.

### VISUAL AIDS

Poster with key tips

Use extra paper if you need more space.