

SPCH 1315, SPCH 1311 & 1321
Outlines & Works Cited Page Information & Rubric Information

Outline Heading:

Name of Presentation
Presentation Purpose (Example: Informative)
Student Name

Outlining a Speech

Why do we Outline a Speech? It provides the speaker with enough information to confidently present content, but not too much information where the speaker is reliant on notes to present. It allows the speaker to have flexibility and freedom in the presentation of his/her message. When presenting your presentation, it is best to convert your outline to note cards.

Expectations:

1. Follow the rules of Outlining...Outlining requires that if you have a 1, you must have a 2; if you have an A you must have a B; if you have an a you must have a b; if you have an i, you must have an ii, etc.
2. You can add 3's, C's, D's, etc however you need to.
3. All points, subpoints, details, and specific details must be written in complete sentences. Few exceptions may be made to subject specific lists.
4. All outlines **MUST** be typed.
5. Aligning indentions of points, subpoints, details, etc is very important.
6. Outlines must thorough and detailed. A ½-1 page outline is not detailed enough.
7. There should not be paragraphs in your outline. All lengthy details should be broken down into details and specific details.
8. Details, More Specific Details, can be added as you need.
9. Tip: If your computer attempts to autoformat...do not put two spaces after the period after your number, this triggers this autoformatting.

Outline Progression

I. Introduction

- A. Attention Getter
- B. Thesis Statement
- C. Establish Credibility
- D. Preview Main Points

II. First Main Point

- A. SubPoint
 1. Detail
a Specific Detail

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- i. More specific detail
 - li. More specific detail
 - b. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail

2. Detail

- a. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail
- b. Specific Detail

B. Subpoint

1. Detail

- a. Specific Detail
 - i. More Specific detail
 - ii. More Specific Detail
- b. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail

2. Detail

- a. Specific Detail
 - i. More specific Detail
 - ii. More Specific Detail
- b. Specific Details

III. Second Main Point

A. SubPoint

1. Detail

- a. Specific Detail
 - i. More specific detail
 - li. More specific detail
- b. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail

2. Detail

- a. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail
- b. Specific Detail

B. Subpoint

1. Detail

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- a. Specific Detail
 - i. More Specific detail
 - ii. More Specific Detail
 - b. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail
 - 2. Detail
 - a. Specific Detail
 - i. More specific Detail
 - ii. More Specific Detail
 - b. Specific Details
- IV. Third Main Point
 - A. Sub Point
 - 1. Detail
 - a. Specific Detail
 - i. More specific detail
 - li. More specific detail
 - b. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail
 - 2. Detail
 - a. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail
 - b. Specific Detail
 - B. Subpoint
 - 1. Detail
 - a. Specific Detail
 - i. More Specific detail
 - ii. More Specific Detail
 - b. Specific Detail
 - i. More Specific Detail
 - ii. More Specific Detail
 - 2. Detail
 - a. Specific Detail
 - i. More specific Detail
 - ii. More Specific Detail
 - b. Specific Details
- V. Conclusion
 - A. Brake Light Function

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- B. Restate Thesis**
- C. Restate Main Points**
- D. Provide Clear Ending**

Grading of Outline

- 1. -1 point for each main point, subpoint, detail, specific detail, more specific detail that is not indented aligned.**
- 2. -2 points for each main point, subpoint, detail, specific detail, more specific detail that is not in pairs. Example: you have a 1 and no 2; an a and no b, etc.**
- 3. -3 points for each line not in complete sentences**
- 4. -10 points for each main point not included**
- 5. - 10 points each if introduction or conclusion is not included**
- 6. Points will be deducted if outline is not sufficiently detailed**
- 7. If submission is not in outline format the maximum grade a student will receive is a 50.**
- 8. -2 points for each point in incorrect sequence**
Roman numerals, capital letters, numbers, lowercase letters, lowercase roman numerals...If this is not decipherable because indentions are off, points will be deducted.

*****When works cited page is part of the assignment, outline and works cited grade will be averaged together. Assignments should be uploaded as one assignment.**

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Works Cited Page

Works Cited Page Heading:

Name of Presentation
Works Cited Page

- 1. 5 Sources are required with the Persuasive and Informative Presentation.**
- 2. Sources MUST be cited in MLA format.**
- 3. Sources should be listed in alphabetical order of author's last name or title of article if no article is listed.**
- 4. 10 points for each source**
- 5. 10 points for MLA format**
- 6. The Works cited page should be on the last page at the end of the Outline**
- 7. If you use more than 5 sources, you MUST cite all sources used, otherwise you will be plagiarizing.**