

Reasons to Outline

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WHAT'S COVERED

In this lesson, you will learn about the benefits of creating an outline for your speech. Specifically, this lesson will cover:

1. Reasons to Outline
2. Purpose
3. Organization

1. Reasons to Outline

There are many reasons to create an outline; but in general, it may be helpful to create an **outline** when you want to show the hierarchical relationship or logical ordering of information.

Many people find that organizing a speech or presentation in outline form helps them speak more effectively in front of a crowd.

Below are the primary reasons for creating an outline.



TERM TO KNOW

Outline

A list used to present the main points or topics of a given subject, often used as a rough draft or summary of the content of a document.

2. Purpose

An outline helps guide you as you prepare your speech as follows:

- Helps you organize your ideas
- Presents your material in a logical form
- Shows the relationships among ideas in your writing
- Constructs an ordered overview of your speech
- Groups ideas into main points

When you clearly outline exactly what points you would like to convey in each section of your speech, it will be much easier to envision.

You can ensure you do not skip anything crucial and that your speech follows a logical sequence and order of information.

3. Organization

Your outline should consist of the three main parts of your speech: the introduction, the body, and the conclusion. Within each of these sections, you'll need to plan more specifically what you would like to say.

You can list your hook in the introduction, identify three or so main points to touch on in the body of your speech, and clearly lay out how you will end your speech and what thoughts you will leave your audience with in your conclusion.

It is important to keep in mind that your outline is only a guide. The purpose of it is to aid you in delivering a clear speech that flows smoothly and effectively, communicating all your ideas. An outline is not a script of your speech with the exact text you want to say, nor is it a rigid structure that you must follow exactly when giving your speech.

Think of your outline as a skeleton— a tool for delivery of extemporaneous speaking. It will serve as the backbone of your speech, providing you with a solid structure on which to build. However, it is your job to then to it flesh out and enrich it. Use your creative flare to make the bare bones more appealing and accessible to your audience.



SUMMARY

In this lesson, you learned how an **outline** can help you group ideas into main points and see their logical connections. It is important to create an outline before you deliver your speech, as **it will act as your guide to effectively sequence your information and ensure you touch on all your main points.** Outlining allows you to **ensure your speech flows smoothly.** Use an outline as a tool for delivery of extemporaneous speaking.

Source: Boundless. "Reasons to Outline." Boundless Communications Boundless, 14 Mar. 2017. Retrieved 21 May. 2017 from <https://www.boundless.com/communications/textbooks/boundless-communications-textbook/organizing-and-outlining-the-speech-10/outlining-56/reasons-to-outline-220-7618/>



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