

SPCH 100
Introduction to Public Speaking
Outline Practice

Please study the elements of this outline, created by Jen, about a subject she enjoys talking about and on which she has slightly more expertise than the average audience member. [These are important elements in topic selection.] Look at the parallelism of the full-sentence heads; the way the heads add up to the thesis; the proper use of symbols; the subordination of lesser elements under greater. In addition, Jen has identified attention-gainers in the introduction and conclusion and has used major transitions—the partition preview, the internal summary, and the summary statement.

Thesis statement: Sugar cookies are the perfect cookie.

Introductory strategy: question/fact/statement

Ethos: baked cookies since little, make these cookies often, bake frequently.

Partition Preview Statement: In my talk I'll cover two points. First, sugar cookies can be perfect to make because of its common essentials, and second, sugar cookies can be perfect for anybody to bake.

Body:

- I. Sugar cookies are perfect because they require common essentials.
 - A. basic household ingredients
 - 1. dairy
 - a. 4 eggs
 - b. 3 sticks butter
 - 2. dry ingredients
 - a. 5 cups all-purpose flour
 - b. 2 cups white sugar
 - c. 2 tsp baking powder
 - d. 1 tsp salt
 - 3. extract
 - a. 1 tsp vanilla extract
 - B. Kitchen appliances
 - 1. measuring utensils
 - a. cups
 - b. teaspoon
 - 2. mixing tools
 - a. 2 bowls
 - b. electric mixer
 - c. large spoon
 - 3. make the shape
 - a. rolling pin
 - b. cookie cutter
 - c. fridge
 - 4. baking the dough
 - a. ungreased cookie sheet
 - b. oven

[Internal summary: Not only have you just learned that sugar cookies require common household essentials, but you will now see why sugar cookies are perfect for anyone to make.]

- II. Sugar cookies are perfect for anyone to make.
 - A. make the dough.
 - 1. cream together butter and sugar
 - a. make smooth texture
 - 2. beat in eggs and vanilla
 - 3. stir in flour, baking powder, salt
 - B. chill the dough.
 - 1. leave dough in bowl
 - 2. cover top of bowl
 - 3. place bowl in fridge
 - a. at least 1 hour
 - C. prepare the dough to bake
 - 1. preheat oven
 - a. 400 degrees F
 - 2. roll out dough on floured surface
 - a. 1/4 to 1/2 inch thick
 - 3. cut into shapes
 - D. put the cookies on the sheet.
 - 1. 1 inch apart
 - E. bake the cookies

1. 6-8 minutes

Summary Statement: I've talked about how sugar cookies require common household essentials and that they are perfect for anyone to make.

Conclusion: Pass out sample of final product with typed out recipe/quote.

Below is a set of scrambled claims opposing drug testing by corporations. The pattern of arrangement is TOPICAL. Be sure you understand the definition of "topical." Match the statements to the outline format, using proper superordination, subordination, and coordination. If downloading this assignment, you will need to print out the scrambled claims on the following page. Cut each claim out so you can move it around to find its proper place in the hierarchy of the outline.

The problems caused by drug testing are significant.
Testing violates people's right to privacy.
Present laws do not regulate private corporations in this matter.
The problems caused by drug testing are inherent.
Employers in the United States should not test employees for controlled substances.
Many individuals are harmed by drug testing.
Drug testing by private corporations is a serious problem in this country.
The practice of testing employees is increasing nationwide.
Hundreds of "misdiagnosed" people lost jobs in San Mateo County.
4.1 million people are tested annually.
Drug testing can have degrading consequences.
People with false positives have been fired from their jobs.

Note that the "proposition" is equivalent to a "thesis." Also, in outlining, a subsubsubpoint (used rarely) is symbolized with "i" or "ii."

Proposition:

I.

A.

1.

2.

B.

1.

2.

C.

1.

a.

i.

The problems caused by drug testing are significant.

Testing violates people's right to privacy.

Present laws do not regulate private corporations in this matter.

The problems caused by drug testing are inherent.

Employers in the United States should not test employees for controlled substances.

Many individuals are harmed by drug testing.

Drug testing by private corporations is a serious problem in this country.

The practice of testing employees is increasing nationwide.

Hundreds of "misdiagnosed" people lost jobs in San Mateo County.

4.1 million people are tested annually.

Drug testing can have degrading consequences.

People with false positives have been fired from their jobs.

After you have finished building the outline, please answer the following questions on a separate piece of paper. Both the completed outline and answers to these questions may be found in the envelope; check your own responses against the outline and the answers.

Coordinate, subordinate, or superordinate?

What relationship does main head I have with IA, IB, and IC?

What relationship does IA have with IB and IC?

What relationship does IB1 have with IB2?

If you were to add a detail (such as an example or a statistic) to IB2, how would you symbolize it?

While we do not normally use subsubsubpoints, what would you add if you had an idea that is coordinate with IC1ai?

Given this speech outline, how does it violate the rule: "For every I a II, for every A a B?"

Given this speech outline, what might be an effective attention gainer with which to begin this speech?

The answers are on the next page. Don't peek until you have given the exercise your best effort. If you can figure out the outline and understand the whys behind how it works (and why your placement is logical), you probably have a sound grasp of outlining.

Answer:

Proposition: Employers in the United States should not test employees for controlled substances.

- I. Drug testing by private employers is a serious problem in this country.
 - A. The problems caused by drug testing are significant.
 - 1. The practice of testing employees is increasing nationwide.
 - 2. 4.1 million people are tested annually.
 - B. The problems caused by drug testing are inherent.
 - 1. Present laws do not regulate private employers in this matter.
 - 2. Testing violates people's right to privacy.
 - C. The problem of drug testing is that it harms individuals.
 - 1. Drug testing has degrading consequences.
 - a. People with false positives have been fired from jobs.
 - i. Hundreds of "misdiagnosed" people lost jobs in San Mateo County.

- 1. superordinate
- 2. coordinate
- 3. coordinate
- 4. IB2a
- 5. Iclaii
- 6. There is no II (so it stands to reason it cannot be proportionately developed with I).
- 7. Examples of people whose lives were ruined by drug testing would work; an extended instance of one person who was affected by a false positive would work; a scenario of coming to work and being summarily terminated by a Big Brother-ish company would work.