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Preparation speech outline examples

Article Category: Speechwriting by Andrew Dlugan Published: Feb 29th, 2008 Previous article in Speech Preparation Series describes how to choose your speech topics and your core messages. This article describes how to support your core messages with speech guidelines, and gives many examples. This is the second step in the six-step speech preparation process. Writing outlines is, unfortunately, a move that many skip. The most common reason is simply No time. This is unfortunate because time spent on guidelines is a good time spent. It is necessary to ensure that you craft a coherent and focused show. Speech Guideline Writing Content Guidelines are a bluepage for your presentation. It highlights the main logical elements. which is what points are made to support core messages logically? It highlights the elements of the main structure. for example introduction, body, conclusion, story, high-level concept It links these elements together in sequence, perhaps allocating a very rough time. It can also map the transition between the elements, although this can be delayed to a later stage of preparation. Basic Speech Outline Guidelines are a bluepage for your presentation. The basic speech guideline templates for structural elements are: Introduction to Same Body Conclusions as well, the basic greeting outlining template for logical elements is a common advice: Tell them what you're going to say Tell them what you're saying Put together, and you have the beginning of generic speech guidelines: Introduction - Establishing topics and core messages; list of Support Points Points Body Support One Point Support Two Points Support Three Conclusions - Recap key points; summarize the core message; call to Action It is surprising to what extent this simple 3-part guideline template works for a variety of speech topics. Incidentally, this same basic formula can be seen in novels, short stories, movies, play, reports, business briefings, emails, memos, and many other forms of communication. For many more examples, see Why Speech Managed to Outline according to Rule Three. Variants or Examples of Speech Guidelines: Story-Based Guidelines Some people believe that stories are the best building blocks for speeches. For example, in The Story Factor (Annette Simmons), the authors claim that storytelling is the key to business communication. Attention grab the opening that introduces topics and core messages Tell the story. Tell another story. Tell another story. The unforgettable conclusions bind all three stories to support the core message. Example: Talks Scientific Outline guidelines for many scientific talks reflects scientific methods: Determine the problems that require solutions Describing hypotheses that will explore an aspect of the problem of explaining the experiments done to test the hypothetical hypothesis 1 — key details 2 — picture Item 3 — description Show collected data and subsequent data analysis Data Analysis 1 — Data Analysis chart 2 — Analysis of Chart 3 Data — conclusion of drawing of the relevant schedulePotesis Suggests examples of future actions: Community Association Meeting Outline Stories to introduce symptoms (e.g. vandalism) Use facts and evidence to trace back to the core of lack of safe activity for youth) Statistics Report Interview Suggests a Solution of The Volunteer Budget Of Stakeholders Powerful call to action motivates viewers to join the cause example: Business Proposal to Investors Is direct: Invest $____ for %___ sharesCerita to describe the need for XYZ Story products to describe the vision of how XYZ products are improving the demo life of XYZ Benefits #1 (focusing on benefits, not features) Benefits #2 Benefits #3 Investing now and making XYZ products perhaps Stories reflects the market analysis strength of the financial projection team Repeat call to action : Invest $___ for %_ Shares Of Other Speeches Outline Tips When pointing your guideline points, trying to avoid random orders. Find and extract meaningful relationships. Note that all examples of these speech guidelines are suitable for short speech six to ten minutes. A longer window of time will clearly allow for more detailed guidelines. You may be able to customize one of the formats of generic speech guidelines for your speech; More likely, you need to make your own to adjust your situation. Some other things to consider: Granularity your guidelines should be about a single point of guideline per minute of talk time, perhaps less for a long show. For presentations equipped with a slide, your guidelines may include a slide concept, but no finer details. Remember that your presentation is more than your slide set. Your guidelines should reflect your speaking elements that complement the slide. When pointing your guideline points, try avoiding random orders. Find and extract meaningful relationships. Chronology – e.g. Spatial biography speech – for example, an entertaining travel speech Causes – e.g. speeches related to crime rates for Low drug use to high interests – for example reasons to implement extensive vision to specific details – e.g. management speech outlining the direction of your new company outlines your guidelines not equal to the signal card, but they relate Guidelines contain high-level speech elements; signal card may be additional containing details for example the transition phrase, keyword/phrase, key number, or punch line. Examples of Speech Guidelines — Facing Wind Here are the original guidelines I put together for Limit speeches. The comment follows that represents my thoughts at the time of writing the guidelines. Opening Open - connect with the audience as a typical homeowner story #1 - Backyard tree battles Root strong... Foreshadow's strong tree: neighboring monster trees drop Stories #2 - Winter storms knock out many National News trees (trees fall above home), but our home okay Arborists: Winds come from different directions Establishing major analogy - Trees can't cope with the wind. #3 – Babies Maximus Michelle and Lance have strong roots maximus born Conclusion Call to action: We must face our problems Commenting on Facing Outline wind At the level of guidelines, I set up many key elements of speech. I determined the three main stories, the planned funny openings, identified some key phrases to combine, established differently (trees/people), use metaphors (people's roots), and ended with action calls. Opening - I want to be open with humor to balance that drama later in a speech. Also, I want to connect with the audience as a homeowner because many in public are also homeowners. My #1 - I want the first story to establish a strong root... strong tree connection. By setting up the trees has strong roots, it makes the fact that they have been slalavered in storms (#2) more dramatic. My #2 – This story is basically an expansion of the wind theory coming from different directions of arborists theory that I took a few months before my friend. The fact that the tree couldn't cope with the wind was the main analogy in this speech, although the audience hasn't knew yet. My #3 - This story tells of a struggle that ultimately leads to the birth of Maximus. The main element here is the difference between trees and people (who can cope with the wind). Next in the Speech Preparation Series The next article in this series discusses the cause of the writer's block and writes the first draft of your speech. Most speakers and audience members will agree that organized speeches are easier to attend as well as more persuasive. Public speaking teachers mainly believe in the power of organizing your speech, which is why they encourage (and often require) that you make outlines for your speeches. Guidelines, or the text arrangement of all elements of speech, are a very common way to organize speech before they are delivered. Most extemporaneous speakers keep their outlines with them during speeches as a way to ensure that they do not leave the elements important and to ensure they are on track. Writing guidelines is also important for the speech writing process since doing so forced speakers to think about key and sub-spy matters, examples they wish to include, and ways in which this suits each other. In short, these guidelines serve as an organizational tool and as a reference to deliver speeches. Outlining Type There are two types of lines outlined. Outlined. first outline you will write called the preparation guidelines. Also called work guidelines, practices, or roughs, preparation guidelines are used to work through various components of your speech in the invention format. Stephen E. Lucas puts it simply: Preparation guidelines are just what his name implies—guidelines that help you prepare a speech (p. 248). When writing setup guidelines, you should focus on finalizing the thesis purposes and statements, logically ordering your primary points, deciding where support material should be included, and refining the organizational patterns of your entire speech. As you write setup guidelines, you may find it necessary to rearrange your points or add or reject supporting materials. You may also notice that some of your main things are pretty supported while others are lacking. The final draft of your preparation guidelines should include a full sentence, forming a complete script of your entire speech. However, in most cases, the preparation guidelines are reserved for planning purposes only and translate into voiced guidelines before you deliver speeches. Voiced guidelines are guidelines that you will set up for use when delivering speeches. Voiced guidelines are a little more concise than the preparation outlines and includes brief phrases or words that remind the eye speakers they need to make, plus supporting materials and signage. The words or phrases used on voicing guidelines should briefly include all the information needed to prompt the speaker to deliver the speech accurately. While some cases call for reading speech verbatim from full sentencing guidelines, in most cases speakers will only refer to their voiced guidelines for quick reminders and to ensure that they do not ignore any important information. Because it uses only short words or phrases, rather than full sentences, voiced guidelines can easily be transferred to an index card that can be referenced during speech. Outlining structure Because guidelines are used to organize all elements of your speech, it makes sense that the outline itself has an organizational hierarchy and common format. Although there are various styles of outline, they generally follow the same patterns. The main ideas are underwritten by Roman figures (I, II, III, etc.). Sub-eyes are endorsed by capital letters (A, B, C, etc.), then Arabic numerals (1, 2, 3, etc.), and end up lowering letters (a, b, c, etc.). Each level of subordination is also distinguished from its predecessor by modernize some space. Indenting makes it easy to find key things, sub-spies, support points and examples underneath. Since there are three sections on your speech— introduction, body, and conclusion— your guidelines need to include them all. Each of these sections is titled and the main point begins Roman Numeric I. Title: Organize Your Public Speech Topics: Organize public speech Specific Purpose Statements: To inform listeners about various ways in which they can organize their public speech. Thesis Statement: Various styles of organizations can be used to organize public speeches. An Introductory paragraph that gains the attention of the audience, creates goodwill with the audience, expresses the purpose of the speech, and previews its speeches and structures. (Transition) Body I. Main point A. Sub-point B. Sub-point C. Sub-point 1. Support point 2. The point of support (Transition) paragraph Conclusions that provides the audience for the end of the speech, presents any final appeal, and summarizes and wrap up speeches. Bibliography Other than these formatting suggestions, there are a number of additional elements that need to be included at the beginning of your guidelines: title, topic, specific purpose statements, and thesis statements. These elements are useful to you, speechwriters, because they remind you what, in particular, you are trying to achieve in your speech. They also help anyone read and evaluate your guidelines for knowing what you want to achieve will determine how they see the elements included in your guidelines. In addition, you need to write a transition statement that you will use to warn the audience that you move from one point to another. This is included in bracke among the main points. At the end of the guidelines, you need to enter bibliographic information for any external sources you mentioned during a speech. This should be cited using any stylistic quotes your professor needs. A text box entitled Guidelines Formatting Guide provides examples of appropriate guideline formats. If you don't change direction, you might end up where you're headed. – Lao Tzu Preparation Outline This chapter contains the preparation and outlining of voices for a brief speech this chapter writer gives about how small organizations can work on issues related to climate change (see attachment). In this example, titles, specific purposes, thesis, and lists of visual aids preceding speech. Depending on your instructor's needs, you may need to enter these details as well as additional information. It is also a good idea to keep these details at the top of your document while you write a speech because they will help ensure you are on track to develop a planned speech that aligns with your specific purpose and help prove your thesis. At the end of the chapter, in Appendix A, you can find the full example of the Setup Guidelines (Full Sentences). Speaking guidelines In Attachment B, Preparation Guidelines are embraced into just a few key words or short phrases remind speakers to include all their key points and support information. Support. and conclusions are not included as they will only be included from the Preparation Guidelines. It's easy to forget the attractive attention of you-getter or the final thoughts you've set up for your audience, so it's best to include a full sentence version even in your speaking guidelines. Using the Speaking Guidelines Once you have set up guidelines and are almost ready to give your greeting, you should decide how you want to format your guidelines for a presentation. Many speakers like to bring heaps of paper with them when they talk, but others are more comfortable with a heap of smaller index cards with guidelines copied to them. Moreover, talk instructors often have a need for how you need to format voice guidelines. Whether you decide to use an index card or printed guidelines, here are some tips. First, write big enough so you don't have to bring a card or page near your eye to read it. Secondly, make sure you have a card/page in the right order and be bound together in some way so they do not get out of order. Thirdly, if the card/page is not out of order (this happens too often!), make sure you number each in the top right-hand corner so you can quickly and easily get things organized. Fourth, try not to slaughter with a card/page when you speak. It is better to put them in case you have a podium or table in front of you. Otherwise, practice reading from them in front of the mirror. You should be able to see quickly, read the text, and then return to your gaze to the audience. Any intelligent fool can make things bigger and more complex ... It takes a touch of genius - and a lot of courage to move in the opposite direction. - Albert Einstein Einstein

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