**TEN RULES FOR OUTLINING**

1. **Label all parts of your outline (i.e. Name, Title, Organizational Pattern, General Purpose, Specific Purpose, Central Idea, Introduction, Body, Conclusion, and Bibliography) in BOLD and Underline.**
2. **Label all transitions, previews, and summaries as you did above, but set off in parentheses.**
3. **Indent and use the standard set of outline symbols.**

Main Points are indicated by Roman numerals (I, II, III, IV).

Subpoints are indicated by capital letters (A, B, C).

Sub-subpoints are indicated by Arabic numerals (1, 2, 3).

Sub-sub-subpoints are indicated by small letters (a, b, c). (See example below.)

**Body:**

 I. You need to type each MAIN POINT in a complete sentence.

1. You need to type each SUBPOINT in a complete sentence.

1. You also need to type SUB-SUBPOINTS in complete sentences.

2. You should also type examples and statistics in your sub-subpoints (cite sources).

1. No need for SUB-SUB-SUBPOINTS to be complete sentences
2. Phrases or descriptive words
3. You need to type at least two SUBPOINTS for each main point.

1. You need to have at least two SUB-SUBPOINTS for each subpoint.

2. You should NOT have a “1” without a “2” or “a” without a “b.”

\*\*Notice the “Visual Framework” in the sample above – the next point of the outline lines up directly under the letter of the first word in the point above. See the handout “Setting Up Word Easy Outlining.”

1. **Use complete sentences for main points, subpoints, and sub-subpoints, but not for sub-sub-subpoints. (See example above.)**
2. **Divide and order your main points according to one of the following organizational patterns:**

1. Chronological (time pattern)

2. Spatial (directional pattern)

3. Causal (cause and effect pattern)

4. Problem-Solution

5. Topical (2-5 types, ways, advantages, etc. used to describe something)

1. **Write each main point and subpoint so that each contains only ONE idea.**

Ineffective:

I. Since it applies more easily and costs less, latex paint is better than oil; it also dries faster and is not as messy.

Effective:

I. Latex paint is preferable to oil paint.

 A. It applies easily.

 B. It dries faster.

 C. It is not as messy.

 D. It costs less.

1. **Arrange subpoints to support your main points.**

Ineffective:

I. Proper equipment is important for playing handball.

 A. Wear good athletic shoes for maneuverability.

 B. Use padded gloves to protect your hands.

 C. Buy a handball for sufficient bounce.

 D. Have a good attitude. (this subpoint should be a separate main point)

1. **Use at least two (2) main points, but not use more than five (5) main points.** Audiences are more likely to remember two main points with four subpoints than eight main points.
2. **Attach a Bibliography/Reference List. List at least three (3) sources in APA format.**
3. **Keep your outline brief! An outline is NOT a manuscript of your speech. Do not write out your speech word for word, nor try to memorize a manuscript of your speech.**

**NOTE: The total number of words in your preparation outline should equal about 30% to 50% of the words in your speech.** For example, since you speak about 150 words per minute, a 5-minute speech would contain 750 words. The approximate number of words in your preparation outline should be about 225 to 375 words.

**SAMPLE PREPARATION OUTLINE FORMAT**

(**ALL OUTLINES MUST BE LABELED AND TYPED IN THIS FORMAT**)

**Name:** Marcy Long

**Title:** How to Create a Scrapbook Page

**Organizational Pattern:** Chronological

**General Purpose:** To inform.

**Specific Purpose:** To inform my audience of the 3 steps in creating a scrapbook page.

**Central Idea:** The 3 steps in creating a scrapbook page are cropping your photos, designing the page layout with photos, paper and stickers, and journaling your story.

**Introduction:**

 Can you remember some recent pictures you’ve taken? Imagine with me for a moment 75 years from now. You have passed away and your grandchildren find a box of photos (the one you just took last week). The photos are loose in a box and there is no label on them. Your grandchildren don’t know who is even in the photo, although it is a picture of you and your best friend from college. They dismiss the box. Now imagine another scenario if you will. It is 2080 and your grandchildren find a box of scrapbook photo albums you’ve created of your lifetime. They open an album and find a page with pictures and on the page is written the story telling who is in the pictures and what you are doing. Your grandchildren pour over your album, enjoying learning about you and what life was like 75 years ago. They have found a priceless treasure!

 I have been creating photo albums for 13 years now and have seen firsthand the joy they bring to my family. Today I would like to share with you how you too can have a photo album of your life’s memories preserved for generations to come. It all starts with creating a page, by page, by page.

**Body:**

I. First you should crop most photos.

 A. Determine if your photos contain parts of the pictures that you do not need.

 1. If there is lots of the floor, ceiling or sky showing you should trim that off.

 2. If there is significant historical value to the background or if the scenery is particularly beautiful do not trim the photo.

 B. Use speed cropping tools to make the process faster.

 1. A Creative Memories (CM) Personal Trimmer should be used for most trimming to make straight line cuts.

 2. For a decorative touch to your page use the CM Custom Cutting System to create easy circles and ovals out of your photos.

(**Transition:** Once you have all your photos trimmed you are ready to arrange them on your page.)

II. The second step in creating your page is to design the layout of the page.

 A. The photos should be the central focus of your page.

 1. Arrange the photos together as a puzzle in the center of your page.

 2. Leave enough room around the photos for journaling and possibly paper or stickers.

 B. Leaving room for journaling, determine what paper and/or stickers could enhance the photos.

 1. Look for the main colors in the photo to determine what color paper would enhance them.

 2. Based on what is going on in the photo choose stickers that are related.

 C. Once you’ve determined where everything will go on the page it’s time to adhere it all.

 1. Adhere photos and paper first.

 2. Once the paper and photos are down, then add the stickers.

(**Transition:** After you’ve designed the layout of your page and stuck it all down, it is time for the most important part of the page – the story that goes with the pictures.)

III. The third step in creating your scrap book page is to tell the story of the pictures.

 A. First you have to decide how much you want to tell.

 1. You can just label each picture with the particulars like who, what, when, where, etc.

 2. You can also describe the picture using a story format, telling about the details of the day.

 B. Second you have to decide what color and tip of pen you want to use.

 1. The color of the pen should complement the paper and the colors in the pictures.

 2. The choices for pen tips include fine, chisel, and bold.

**Conclusion:**

Now that I’ve told you how to crop your photos, design the layout of the page, and journal your story there is no reason why any of your photos should end up loose in a box for no one to enjoy. Picture yourself sharing an album with your children or grandchildren about your time in college. Cost of a quality photo album – about $30. Cost of the film development – about $10. A photo album filled with your memories preserved for generations – priceless.

**EXAMPLE OF A 5” X 8” SPEAKER’S CARD**

**For “How to Create A Scrapbook Page” Speech**

\*\*NOTE: Your Speaking Outline should contain 30-50% of words in Preparation Outline.\*\*

**Neat, dark print**

**Visual Aid Directions**

REMEMBER EYE CONTACT!!!

Intro:

1. Imagine 75 years from now…
2. Making albums for 13 years
3. crop, design, and journal

**\*\* Hold up photos\*\***

# I. Crop

 What to trim (show example to trim)

 Speed tools – trimmer, circles, ovals

Transition: Now that… how to arrange.

II. Design

 Arrange photos – center

 Paper, stickers

Transition: Now that … the story!

III. Journal

 How much detail?

 Pen color and tip

**\*\*PAUSE\*\***

Conclusion:

 In conclusion, Review – crop, arrange, journal

 No need to lose important family history

 Cost of album, $ of film, $ photo album – priceless

**Reminder**

**to Self**

SMILE!!

**Reminder**

**to Self**

**Brief, key words**