

### Intro:

**Yarumy:** Have you ever been in the process of trying to make a speech? Or presentation? And you are just stuck. You stare at a blank piece of paper or computer for five minutes straight and you are like OMG where do I start? What do I include? What don't I include? Haha. Because I have been in the same situation.

Hello all, my name is Yarumy Nava and I am a consultant at the UNCG Speaking Center. I am here today to walk you through on the requirements in creating an outline. Furthermore, I will have a special guest with me who will be coming in a little bit later. Her name is Liliana Nava, who is my sister. We will walk you through on how to create an outline both for creating a working outline and creating a speaking outline.

### Body #1:

**Yarumy:** So, lily do you know where to start when you are giving a speech?

**Speaker:** No, I just kind of start it

**Yarumy:** Are you sometimes stuck? Kind of like what do I mention, what don't I mention, or even how to organize it?

**Speaker:** Yes, all the time!

**Yarumy:** To start I want to walk through creating an outline. It is sort of like creating the first draft of your speech.

**Speaker:** Ah, I think this would help me out a lot!

**Yarumy:** First, you are going to want to state your thesis or your general purpose explaining why you are talking on this topic. This is generally a sentence or two about the purpose of your speech.

**Speaker:** Second, you are going to label each part of the speech. It gives this structural layout that way you and the audience can follow along. This includes titles such as introduction, body, and conclusion; this allows a more structural paper and it lets readers follow along.

**Yarumy:** Third, establish your main points. We recommend 3 to 5 main points; these are the main points that you will discuss throughout your speech.

**Speaker:** Next, write out everything in complete sentences. This is where you go back throughout the layout and fill in with details that you are going to say.

**Yarumy:** Lastly, label and write out transitions. Make sure to add transitions to your speech so that your audience knows when you are going to move on to the next point.

### Body #2:

**Yarumy:** Now, we are going to walk you through on creating a speaking outline. First, you will want to gather notecards or pieces of paper. With those you are going to want to use keywords or phrases versus sentences. You can also write out difficult materials such as quotes or statistics, that way you are using the note cards as references rather than reading from them.

**Speaker:** This allows you to focus your attention on the audience members, remember that the note cards are there as a refresher for your memory.

**Yarumy:** Another important thing that you want to keep in mind is to add transition, presentation aid, or even stage directions on the note cards.

**Speaker:** Yes, this is like a mini outline on your notecards. How would I know when to move on to my next slide?

**Yarumy:** Great question, if you're going to use presentation aid in your note cards you could add a phrase saying "next slide" as a note to self that you need to move to the next slide. Or even, if you need to remember to transition, you could write the word "transition" as a note to self to move into the next main point.

**Speaker:** You also want to keep a working outline in hand for clarification. This could be printed out in their original outline, having it on the side just in case. Lastly, remember to number your note cards so that you can keep them in order.

**Outro:**

**Yarumy:** We are finally at the end. I had a great time with you all and my special guest, Liliana Nava. We learned and walked you all through both, creating a working outline and creating a speaking outline. We talked about what it needs to include and some strategies that could be implemented into note cards.

All of today's information on creating an outline was brought to you from The University of North Carolina at Greensboro, UNCG. You can find further support on their website at [speakingcenter.uncg.edu](http://speakingcenter.uncg.edu). Such as tip sheets, various services that they offer, and their mission. If you need further help on how to implement transitions, concluding, orally citing, or even properly using note cards [for a speech], you can find tip sheets on their website. Once again, my name is Yarumy Nava and thank you for tuning in!