Public Speaking – 25.103 - Preparation Outline Guide

The preparation outline helps you prepare the speech. The following is a guide to use as you develop your preparation outline. Your outline will not be identical since your material and your choice of a pattern of organization will determine how many main points and sub-points you need. See chapter 10 of your textbook for additional information about preparation outlines and a sample preparation outline with commentary. The preparation outline must be typed, stapled, and should be 2-3 pages in length.

The preparation outline is due BEFORE you deliver your speech. You’ll hand it to Dr. Rumbough on your way up to the podium when it’s your turn to speak.

Title of Speech

Specific Purpose Statement: To inform my audience about . . .

Pattern of Organization: (Topical Order, Problem–solution Order, Chronological order, etc.)

INTRODUCTION: Here you can offer some of the ideas you have for the introduction. Label the following parts of the introduction as you compose it

A. Attention Grabber:
B. Reveal Topic:
C. Credibility Statement:
D. How topic relates to audience:
E. Preview of main points:

BODY
[connective: Make sure the audience knows you are moving from the introduction to the first main point.]

A. Main Point 1: State the first main point of the speech in a complete sentence.
   A. sub-point - Use subpoints and sub-sub points as needed. Give some details for each subpoint. You can also indicate what your supporting material is: Will you tell a story here, will you state some testimony, or present some statistics?
   B. sub-point
      sub-sub-point
      sub-sub-point

[connective: Create a connective to help the audience move from the first main point to the second.]

II. Main Point 2: Another full sentence that states your second main point of the speech.
   A. sub-point
   B. sub-point
      sub-sub-point
      sub-sub-point

[connective: Make sure the audience knows you are moving into the conclusion.]

CONCLUSION:
I. Reinforce the central idea – write out your summary of your main points.
II. Signal the end of the speech – Identify how you’ll end the speech.

BIBLIOGRAPHY: List complete citations for the research materials that you have used in your speech.
Guidelines for Citing Sources in your Bibliography

**Journal article, two authors** (underline the title of the journal, the comma, the space, and the volume number)


**Magazine article** (underline the title of the magazine, the comma, the space, and the volume number)


**Newspaper article** (underline the name of the newspaper)


**Newspaper article, no author** (underline the name of the newspaper)


**Abstract from secondary source** (underline the name of the journal, the comma, the space, the volume number and the name of the secondary source)


**Book** (underline the title of the book)


**Encyclopedia or Dictionary** (underline the title of the book)


**Film** (underline the name of the film)


**Television broadcast** (underline the name of the TV show)


**Online periodical** (underline the name of the periodical and the volume number)

Author, I. (date). Title of article. Name of periodical (Online), xx. Available: specify online address.

**Internet Sources**

Author/editor. (Year). Title (edition), [Type of medium]. Producer (optional). Available Protocol (if applicable): Site/Path/File [Access date].


**Personal Interview** (Name, Title, “Personal Communication,” Date)

Frank Smith, Ph.D. Professor of Biology. Personal Communication, January 18, 2008.
Internet Pirating

**Specific Purpose Statement:** To inform my audience about Internet Pirating.

**Pattern of Organization:** Topical Order

**I. INTRODUCTION:**

A. **Attention Grabber:** (Play sample of pirated movie on computer.) How many of you think that I just played a DVD? The truth is that I played a pirated movie obtained from the Internet.

B. **Reveal Topic:** I’ll be talking about how the Internet can be used for pirating movies, music, and software.

C. **Credibility Statement:** I’ve been researching this topic for several weeks. I also have about two years experience with the using the programs that I’ll be discussing.

D. **How topic relates to audience:** I’m sure that all of us listen to music, watch movies and use computer software. Since pirating is becoming so commonplace, I’ll bet all of us know someone who is getting illegally copyrighted material from the Internet.

E. **Preview of main points:** Today I’ll discuss: what can be pirated, how it’s being done, and then I’ll show the legal aspects of pirating.

**II. BODY**

[**connective:** The first thing that I would like you to know about are the types of things can be pirated from the Internet.]

A. **Main Point 1:** People are using the Internet to pirate (illegally copy) such things as music, movies, and software.

   1. Music – over 100,000 titles available. Give examples of MP3s (music files that can be downloaded.) Play brief example of MP3 song.

   2. Movies – Explain that there are thousands of movies available. Give brief list. Play short clip from the movie Lord of the Rings: Return of the King.

   3. Software – Give examples: Applications such as PageMaker, Games such as Half – life, and even kids’ programs such as Blues Clues.

   4. Ask audience for other examples of the kinds of things that they have pirated.

[**connective:** Now that you have an idea of what can be pirated, let’s take a look at how people are doing it.]

B. **Main Point 2:** Millions of people are using Peer-to-Peer programs to download these files.

   1. Explain what Peer-to-Peer file sharing is.

   2. Ask audience about what programs they have used.

   3. Describe the programs: Kazaalite, Shareaza, Bit Torrent (Zeropaid.com).
A. Show screen shots of Shareaza.
B. Show example of how Kazalite works.

[connective: I’ve shown you how people are pirating, but it’s illegal to download copyright material, we’ll discuss what could happen if people are caught doing this.]

C. Main Point 3: If a person is caught downloading, there could be several repercussions.
   1. Explain copyright law.
   2. Explain how people are being caught. Tell story of college student in California and how he got caught.
   3. Effects of getting caught.
      A. If caught, you might lose access to the Internet (Smith, 2008). – Many Internet providers are cutting off access to those engage in pirating.
      B. You might be fined. Tell story of 30 year old woman who was ordered by a federal judge to pay $220,000 in fines for sharing 24 songs (Minn Women to Pay..., 2007).
      C. You might go to jail (Mann, 2008). Tell story of man facing 5 years in prison.
      D. Lawsuits – RIAA (Recording Industry Association of America) has filed at least 500 subpoenas in the last year (Schwartz, 2008).

CONCLUSION:
I. **Reinforce the central idea:** (Summarize main points): Today I’ve talked about what can be pirated, how it’s being done, and I showed you the legal aspects of pirating.

II. **Signal the end of the speech** – As you can see, this is an issue that is not going to go away. Let’s just hope that you will not be one of those people that will get that subpoena from the Recording Industry Association of America.

BIBLIOGRAPHY:


