GUIDE TO FORMAL OUTLINING

I. The outline should be in sentence form.

A. That means that each section of the outline must be a complete sentence

B. Each part may only have one sentence in it.

II. Each Roman numeral should be a main section of the speech.

A. Capital letters are main points of the thesis.

1. Numbers are sub-points under the capital letters.

2. Little letters are sub-points under the numbers.

B. Sub-points need to correspond with the idea it is under.

1. This means that capital letters refer to the idea in roman numerals.

2. This means that numbers refer to the idea in the capital letter.

III. All sub-points should be indented the same.

A. This means that all of the capital letters are indented the same.

B. All numbers are indented the same.

IV. No sub-point stands alone.

A. Every A must have a B.

B. Every 1 must have a 2.

C. You don’t need to have a C or a 3, but you can.

D. There are no exceptions to this rule.

* Your speech outline should look something like the one in the sample.
* Your outline will also include the full sentence details of your speech, including source citations.
* The number of sub-points will differ in each speech and for each main idea.

FORMAL SENTENCE OUTLINE FORMAT: How to get started

Student’s Name:

Date:

Topic: Key statement that describes the topic of your speech

Purpose: Your specific purpose identifies the policy, perception, or actions you want to change.

Thesis: Make sure you have thought this through. Not many thesis statements remain unrevised between the proposal and the research segment of a true research project. (It’s a HUGE mistake to feel married to a preliminary thesis. It demonstrates a lack of insight created by inferior research.)

Credibility Statement: What personally connects you to this topic? What type of research have you done to establish credibility?

\*\*Now, select either the 6-Part or Rogerian style of argument and begin outlining your topic using the appropriate outline format presented on pages 3 and 4 of this document.

**GUIDE TO ORGANIZING A 6-PART ORATION**

I. Introduction

A. Exordium

B. Narration

C. Partition

II. Confirmation (topic sentence) that supports thesis

1. Evidence from source

1. Commentary

2. Commentary

B. Evidence from different source

1. Commentary

2. Commentary

C. Refutation (what might others say about my claim?)

D. Counter argument with evidence from yet another source

1. Commentary

2. Commentary

III. Any number of minor claims may be made and evidence, commentary, refutation, and counterargument will follow this same format.

IV. Peroration

1. Ties back to hook
2. Is universal
3. Addresses the so what? Who cares? Questions
4. Suggests real-world applications for your thesis

**GUIDE TO ORGANIZING A ROGERIAN ARGUMENT**

I. Introduction

A. Lead

B. Common ground

II. Opponent’s Position

A. Evidence from source

1. Neutral Commentary

2. Neutral Commentary

B. Evidence from different source

1. Neutral Commentary

2. Neutral Commentary

III. Writer’s Position

A. Evidence from source

1. Neutral Commentary

2. Neutral Commentary

B. Evidence from different source

1. Neutral Commentary

2. Neutral Commentary

IV. You can add any number of pieces of evidence for either the Opponent’s or the Writer’s Position as needed.

V. Conclusion

1. Ties back to hook
2. Is universal
3. Demonstrates why the reader would benefit from moving toward your position
4. Suggests a solution or compromise to the issue at hand that would benefit both reader and writer.