Class Activity
Outlining a Speech

Background
This activity will introduce students to the idea of outlining. It will also help them work through the process they will have to go through in order to develop a presentation. Prior to conducting this activity students should have been given the “Speech Structure and Organization” Tip Sheet and/or reviewed or discussed other material related presentation organization and structure.

Materials Needed
1. Brochures from local tourist attractions (theme parks, zoos, etc.)
   (See below for alternative ideas.)
2. Poster board or large sheets of paper
3. Markers
4. Tape

Directions
1. Split students into groups of 3-5.
2. Give each group a poster board or sheet of large paper and a set of markers.
3. Give each group a set of brochures for three or four different local tourist attractions. Alternatively you can use newspaper articles, chapters from course textbooks, and or professional or scholarly articles from your field or discipline.
4. Instruct students that they should imagine that their group will be developing and delivering a presentation to a large group of convention attendees about recreational activities they can participate in while in town. The provided brochures will serve as their research materials. (If using articles or readings, change the scenario as needed. You could ask students to imagine that they are teaching a class, presenting at a professional conference, etc.)
5. Have students develop a brief keyword/key phrase outline for their presentation following the sample outline on the next page.
6. Depending on time, you can also ask students to develop attention getters and clinchers for their presentations.
7. When the groups have completed their outlines hang them up in various positions around the room.
8. Ask each group to spend time visiting and critiquing each other group’s outline.
9. Spend time discussing the strengths and weaknesses of each outline.
I. Main Idea 1
   A. Supporting Information
   B. Supporting Information
   C. Supporting Information

II. Main Idea 2
   A. Supporting Information
   B. Supporting Information
   C. Supporting Information

III. Main Idea 3
   A. Supporting Information
   B. Supporting Information
   C. Supporting Information