*English III – Public Speaking*

*Outlines Handout*

*January 30, 2008*

Outlines are sometimes classified as **chronological**, **topical**, **logical**, and **psychological**, but this classification is not exact, as the different types overlap.

* A **Chronological** outline is best for biographies.

EXAMPLE:

Subject: Theodore Roosevelt.

1. Introduction
2. Body of Speech
3. Birth and Childhood
4. Education
5. Roosevelt as a Lawyer
6. Roosevelt as a Soldier
7. Roosevelt as President
8. Conclusion

* A **Topical** outline could be used for descriptions, narratives, or explanations.

EXAMPLE (**Topical descriptive outline**):

Subject: A recent visitor to our school.

1. Introduction
2. Body of Speech
3. General Appearance
4. Special Characteristics
5. Ability as a Speaker
6. His Achievements
7. Conclusion

EXAMPLE (**Topical narrative outline**):

Subject: Recent play you have seen.

1. Introduction
2. Body of Speech
3. Place and Setting
4. Characters
5. Opening Scene
6. Thrilling Scene
7. Final Outcome
8. Conclusion

EXAMPLE (**Topical explanatory outline**):

Subject: Going to Bible School.

1. Introduction
2. Body of Speech
3. Preparations for Bible School
4. Entrance Requirements
5. Advantages of a Large School
6. Advantages of a Small School
7. Working to Pay bills and Completing Bible School
8. Conclusion

* The **Logical** outline of course would be used in arguments and a **Psychological** outline where you were appealing to various interests in your audience.