**Public Speaking - LL**

Day 2

The next step to creating your presentation to teach others about public speaking is to make an outline. Today’s task is to create an outline that you will use to make a PowerPoint tomorrow. Use the template below the instructions to help you.

Provide template below.

**Part 1**

1. Go to the document you worked on yesterday. Before opening it, click the three dots next to the name of the document. Click on **Open In Sharepoint.** This should bring you to the Internet. Open the document in this tab.
2. Go back to Teams but do not close this internet tab completely.
3. In the document find the word **Title** at the top. Delete this word and put the name of the title of your document there instead. This title should be creative and include the words “Public Speaking.”
4. Underneath the title, delete the words**: Your Name** and type your name there instead.

**Part 2**

1. Find **Slide 2** in Bold Print.
2. Next to **A.** Delete the word **Question** that is already there. Type the first question from part 2 of the document you worked on yesterday. This should say **What is public speaking? Why is it important?**
3. Next to **B.** Delete the word **Answer** that is already there.Type the answer to part 1 from the document you worked on yesterday.
4. Next to **C.** Delete the word **Picture** that is already there. Enter a picture from part 2 of the document you worked on yesterday.

**Part 3**

1. Find **Slide 3** in Bold Print.
2. Next to **A.** Delete the word **Question** that is already there. Type the second question from part 2 of the document you worked on yesterday.This should say **What are examples of good public speaking?**
3. Next to **B.** Delete the word **Answer** that is already there.Type the answer to part 1 from the document you worked on yesterday.
4. Next to **C.** Delete the word **Picture** that is already there. Enter the picture from part 2 of the document you worked on yesterday.

**Part 3**

1. Find **Slide 4** in Bold Print.
2. Next to **B.** Delete the word **Question** that is already there. Choose the best video from part 3 from the document you worked on yesterday. Copy and paste the link.

**Part 4**

1. Find **Slide 5** in Bold Print.
2. Next to **A.** Delete the word **Question** that is already there. Type the third question from part 2 of the document you worked on yesterday.This should say **What are examples of bad public speaking?**
3. Next to **B.** Delete the word **Answer** that is already there.Type the answer to part 1 from the document you worked on yesterday.
4. Next to **C.** Delete the word **Picture** that is already there. Enter the picture from part 2 of the document you worked on yesterday.

**Part 5**

1. Find **Slide 6** in Bold Print.
2. Next to **A.** Delete the word **Question** that is already there. Type the fourth question from part 2 of the document you worked on yesterday.This should say **How is communicating at work different than at home?**
3. Next to **B.** Delete the word **Answer** that is already there.Type the answer to part 1 from the document you worked on yesterday.
4. Next to **C.** Delete the word **Picture** that is already there. Enter the picture from part 2 of the document you worked on yesterday.

**Part 6**

1. Find **Slide 7** in Bold Print.
2. Next to **A.** Delete the word **Question** that is already there. Type the fifth question from part 2 of the document you worked on yesterday.This should say **What are some tips for good public speaking?**
3. Next to **B.** Delete the word **Answer** that is already there.Type the answer to part 1 from the document you worked on yesterday.
4. Next to **C.** Delete the word **Picture** that is already there. Enter the picture from part 2 of the document you worked on yesterday.

**Part 7**

1. Find **Slide 8** in Bold Print.
2. Next to **B.** Delete the word **Picture** that is already there. Enter a picture from part 2 of the document you worked on yesterday.

**Part 8**

1. Find **Slide 9** in Bold Print.

## Next to **B.** Delete the words **Website for answer on slide 2.** Enter the website you used for the answer on slide 2.

## Next to **C.** Delete the words **Website for answer on slide 3.** Enter the website you used for the answer on slide 3.

## Next to **D.** Delete the words **Website for video on slide 4**. Enter the website you used for the video on slide 4.

## Next to **E.** Delete the words **Website for answer on slide 5**. Enter the website you used for the answer on slide 5.

## Next to **F.** Delete the words **Website for answer on slide 6**. Enter the website you used for the answer on slide 6.

## Next to **G.** Delete the words **Website for answer on slide 7**. Enter the website you used for the answer on slide 7.

## Next to **H.** Delete the words **Website for picture on slide 2**. Enter the website you used for the picture on slide 2.

## Next to **I.** Delete the words **Website for picture on slide** **3**. Enter the website you used for the picture on slide 3.

## Next to **J.** Delete the words **Website for picture on slide 5**. Enter the website you used for the picture on slide 5.

## Next to **K.** Delete the words **Website for picture on slide 6**. Enter the website you used for the picture on slide 6.

## Next to **L.** Delete the words **Website for picture on slide 7**. Enter the website you used for the picture on slide 7.

## Next to **M.** Delete the words **Website for picture on slide 8.** Enter the website you used for the picture on slide 8.

1. Congratulations! You have finished your outline and are now ready to move on to the PowerPoint section.

**Part 8**

1. Find **Slide 9** in Bold Print.

## Next to **B.** Delete the words **Website for answer on slide 2.** Enter the website you used for the answer on slide 2.

## Next to **C.** Delete the words **Website for answer on slide 3.** Enter the website you used for the answer on slide 3.

## Next to **D.** Delete the words **Website for video on slide 4**. Enter the website you used for the video on slide 4.

## Next to **E.** Delete the words **Website for answer on slide 5**. Enter the website you used for the answer on slide 5.

## Next to **F.** Delete the words **Website for answer on slide 6**. Enter the website you used for the answer on slide 6.

## Next to **G.** Delete the words **Website for answer on slide 7**. Enter the website you used for the answer on slide 7.

## Next to **H.** Delete the words **Website for picture on slide 2**. Enter the website you used for the picture on slide 2.

## Next to **I.** Delete the words **Website for picture on slide** **3**. Enter the website you used for the picture on slide 3.

## Next to **J.** Delete the words **Website for picture on slide 5**. Enter the website you used for the picture on slide 5.

## Next to **K.** Delete the words **Website for picture on slide 6**. Enter the website you used for the picture on slide 6.

## Next to **L.** Delete the words **Website for picture on slide 7**. Enter the website you used for the picture on slide 7.

## Next to **M.** Delete the words **Website for picture on slide 8.** Enter the website you used for the picture on slide 8.

1. Congratulations! You have finished your outline and are now ready to move on to the PowerPoint section.

Title

By: Your Name

# Slide 2

## Question

## Answer

## Picture

# Slide 3

## Question

## Answer

## Picture

# Slide 4

## Public Speaking Video

## Video Link

# Slide 5

## Question

## Answer

## Picture

# Slide 6

## Question

## Answer

## Picture

# Slide 7

## Question

## Answer

## Picture

# Slide 8

## Questions?

## Picture

# Slide 9

## References

## Website for answer on slide 2

## Website for answer on slide 3

## Website for video on slide 4

## Website for answer on slide 5

## Website for answer on slide 6

## Website for answer on slide 7

## Website for picture on slide 2

## Website for picture on slide 3

## Website for picture on slide 5

## Website for picture on slide 6

## Website for picture on slide 7

## Website for picture on slide 8